



Collegiate Academies

Request For Proposal – Custodial Services

REQUEST FOR PROPOSAL

Custodial Services For

Collegiate Schools:

Abramson Sci Academy
Livingston Collegiate Academy
George Washington Carver
Rosenwald Collegiate Academy
Collegiate Baton Rouge
Opportunities Academy
Network Office

RFP Announcement: Thursday, March 24, 2022

RFP Questions Due: Monday, April 6, 2022

Questions Directed To:

Kathleen Welch, Director of Facilities,
kwelch@collegiateacademies.org

Proposal Submittal Due: Wednesday, April 20, 2022

Submit:

One original hard copy sent to:

Kathleen Welch, Director of Facilities
2625 Thalia St

New Orleans, LA 70113

and

One copy via email to:

Kathleen Welch, Director of Facilities at kwelch@collegiateacademies.org



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ADMINISTRATIVE AND GENERAL INFORMATION

Background

Collegiate Academies' mission is to build world-class public schools that prepare all students for college success and lives of unlimited opportunity.

Collegiate Academies (hereafter "CA") currently operates six non-selective open enrollment charter high schools in New Orleans and Baton Rouge that serve approximately 3,600 students and a central support office embedded within one of our schools in New Orleans. The awarded bidder(s) under this RFP will be responsible for providing custodial at all six CA schools and a network office: Abramson Sci Academy, Livingston Collegiate Academy, George Washington Carver, Collegiate Baton Rouge, Rosenwald Collegiate Academy, Opportunities Academy, and the Create and Support Team Office. Detailed information about each campus can be found in Attachment A.

Special Notes on Rosenwald Starting June 2022

1. Starting in the summer of 2022 Rosenwald Collegiate Academies will be relocated from 1801 LB Landry Ave to a newly renovated facility at 6501 Berkley Drive. Prior to occupancy all floors must be waxed and required dispensers for soap, paper towels, toilet paper, and all other consumables at the building must be installed and completed by 6/1/2022. Additionally, we will need a contract for Janitorial services in the building for the month of June.

Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing custodial service to CA schools according to the standards outlined in this document.

CA will require the Proposer to provide comprehensive services and management that minimize the inputs required by CA staff for day-to-day operations. The Proposer will supply and pay for all labor, materials, supplies (consumable and non-consumable), plant equipment, and training necessary to deliver their proposed service. The cleanliness, tidiness, safety, and sanitary standards of the facility are to be maintained at all times in order to provide a proper learning environment for our scholars.

While cost is of great importance, proposing the lowest price will not assure award of the service. CA demands comprehensive, reliable, and efficient service. Failure to address CA's requirements or concerns with any matter will disqualify the Proposer from consideration.

CA reserves the right to award service to a single provider or multiple providers based on the quality of the proposals.



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Contract Period

The Contract Period Addressed by this RFP is July 1, 2022, through June 30, 2025. The contract shall be renewed by mutual agreement with one-year extensions through June 30, 2027.

Definitions

- Shall and Will– The terms “shall” and “will” denote mandatory requirements.
- Must - The term “must” denotes mandatory requirements.
- May and Can- The terms “may” and “can” denote an advisory or permissible action.
- Should – The term “should” denotes a desirable action.
- Contractor – Any person having a contract with a governmental body; the selected proposer.
- Proposer – A firm or individual who responds to this RFP.
- RFP – Request for Proposal



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Schedule of Events

Event	Date
Advertise RFP and mail public announcements	3/24/22
Mandatory Pre-proposal Conference and Facility Walk-Through See Notes *** Starts at Livingston Collegiate Academy, 7301 Dwyer Rd, New Orleans, LA 70126	4/1/22
Deadline for receipt of Written inquiries Submit via email to Kathleen Welch at kwelch@collegiateacademies.org	4/6/22
Issue responses to written inquiries	4/13/22
Deadline for receipt of proposals Submit via email to kwelch@collegiateacademies.org and one original hard copy to Kathleen Welch at Collegiate Academies 2625 Thalia St, New Orleans, LA 70113	4/20/22
Announce award of contractor selection	5/2/22
Contract execution	5/30/22

NOTES: CA reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP. Revisions after the Proposal Submission Deadline, if any, will be by written notification to the eligible proposers.

*****Mandatory Pre-proposal Conference and Walk-Through Schedule:**

- Livingston Collegiate Academy: 7301 Dwyer Rd | New Orleans, LA 70126 @ 9:00 AM
- George Washington Carver: 3059 Higgins | New Orleans, LA 70126 @ 11:45 AM

PROPOSAL AUTHORITIES, RESTRICTIONS & CLAUSES

CA Authorities and Options

- CA reserves the right to reject any and all proposals for any reason.
- CA reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of CA to do so.
- CA reserves the right to negotiate any and all proposals for any reason.
- CA reserves the right to award to more than one Proposer.
- CA has 90 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 90 day period without mutual consent with CA.
- CA reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by CA.
- Final prices will be negotiated between the Proposer and CA. CA reserves the right to cancel the contract award if the Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Negative Assurances

- CA cannot assure that the services will be awarded to any Proposer at any time.



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Prohibitions

- CA shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon CA, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to CA.
- Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

Proposer Responsibilities

- It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Proposer's duty to understand the RFP; any misunderstanding is the responsibility of the Proposer; CA has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all RFP requirements; the proposal may be rejected by CA regardless of the type or significance of noncompliance.

Termination of the Contract

The contract will naturally expire at the end of the contract term. CA reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, product, workmanship, and/or reductions/termination of funding. CA reserves the right to terminate the Contract immediately if there are unresolved safety or liability concerns.



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PROPOSER REQUIREMENTS

Staffing

The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Proposer will ensure that all staff are supplied with uniforms and ID badges, and these are to be worn at all times. The Proposer will, at the request of the School Operations Manager/School Director of Finance and Operations, Chief Operating Officer, or Director of Facilities, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of CA, is incompetent or who has been conducting themselves improperly. The Proposer will not permit a person so removed to remain on or return to the Work Site or any CA site.

Appointment of Supervision

The Proposer will appoint an experienced Supervisor at each school to be responsible for all work required under the contract and oversight of employees performing that work. The Supervisor must be acceptable to CA and receive on behalf of the Proposer any schedule, order, and/or communication relating to the work on this contract. The Supervisor will be readily accessible to CA personnel at all times and will have communication equipment (cell phone and email). The Proposer will at all times be able to submit weekly reports from the Supervisors at each school upon CA request.

Inspection and Supervision

The School Operations Manager/School Director of Finance and Operations will inspect the facilities on a regular basis and call upon the Proposer when it is determined the Work is not adequate or complete. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the School Operations Manager/School Director of Finance and Operations on a regular basis in order to ensure open, regular feedback and communication. The Supervisor of the CA account will meet with the Director of Facilities on a monthly basis. Proposer will meet with all Directors of Finance and Operations and the Director of Facilities at a Bi-Weekly Custodial Check-in.

Notification of Call Out and Coverage

The Proposer will notify via phone call or text message to the School Operations Manager/School Director of Finance and Operations for a school an hour prior to the start of the school day if a day porter is unable to make their shift or will be late. The Proposer will notify the school as soon as possible on whether or not the shift will be covered by another employee. That employee must have passed the criminal background screening described in this section under *Criminal Background Check*. If no substitute can be found the account will be credited in the amount specified in the contract.

Notification of Termination or Transfer of Employee

The proposer will immediately notify in writing the School Operations Manager/School Director of Finance and Operations and the Director of Facilities of any employee termination, replacement, or transfer to another CA School.



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Training

Proposer will provide employees with training. All of the Proposers employees working in Collegiate Schools will attend an annual orientation training planned and facilitated by the Director of Facilities for Collegiate Academies and the Supervisor(s) selected by the Proposer, either at the beginning of each school year or within the first two weeks of hire. Proposer will provide an additional in-service training to employees each year, with input from the Director of Facilities.

Assignments

The Proposer will not make any assignments or subcontract for the Work without written permission from CA.

Critical Operating Hours

The Proposer will plan the Work to keep disturbances to the students, staff and site visitors to a minimum. The Proposer will confirm at each facility with the School Operations Manager/School Director of Finance and Operations/Director of Facilities current operating hours set by each facility. The Proposer must abide by the set operating hours confirmed by each facility. The Proposer must request and obtain confirmation in writing by each facility of any changes the Proposer would like to make in its operating schedule. Standard hours at each facility are given in Attachment A.

The night crew should be scheduled so that they have ample time in the buildings prior to the end of athletics and extracurricular activities to perform the nightly scope of work.

Safety/Regulations

The Proposer and its employees must wear adequate uniforms with Proposer's company name, ID tags, safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace in compliance with State, Federal, and Local Laws. All containers of such materials must be clearly identified, labeled and stored safely at all times. All materials on school premises must be permissible per law. The Proposer shall include safety data sheets (SDS) and product bulletins/fact sheets with initial proposal for review. The Proposer shall ensure that the materials used in the facilities shall have no detrimental effect on any surfaces inside the serviced facilities. Any health and safety issues should be reported immediately to the School Operations Manager/School Director of Finance and Operations/Director of Facilities. The Proposer shall acknowledge that the sale, consumption or possession of alcoholic beverages in or at any CA facility is strictly prohibited, and that smoking, chewing or otherwise consuming any tobacco or tobacco products is prohibited in and on the grounds of any CA facility/properties. Proposer agrees to comply with applicable laws, OPSB policies/procedures, school-site rules and regulations. Proposer shall assume the responsibility for ensuring compliance with the same by all its employees.

Security/Keys

The Proposer will ensure that the serviced facilities are secure at all times by ensuring that windows are closed and locked, that doors and gates required to be locked are locked, and that the security alarm is armed when employees leave the building at the end of the night shift. The Proposer is responsible for notifying the staff if their employees are unable to arm the security alarm or the building/grounds cannot be secured. In the event the Proposer's employees fail to set the security system when leaving a CA facility and



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fail to notify and confirm communication is received with the School Operations Manager/Director of Facilities/School Director of Finance and Operations during which there are no CA staff members present at the facility, the Proposer's will be liable for any lost/stolen items or damage/vandalism to the interior of the facility from that failed security system armed exist of the facility to the confirmation from the School Operations Manager/Director of Facilities/School Director of Finance and Operations is made.

All keys/security codes entrusted to the Proposer for the fulfillment of this Contract must be fully protected at all times. In the event of lost keys/security codes, it will be the responsibility of the Proposer to notify the School Operations Manager/Director of Facilities/School Director of Finance and Operations and have any safety-compromised locks re-keyed at the Proposer's cost from a CA approved keying vendor.

Legal

The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Proposer must notify CA concerning any litigation involving the Proposer or its parent or subsidiary companies.

Responsibility and Control of Work

The Proposer will be responsible for all damage caused by its employees, its equipment or its supplies, to the School's property, equipment, buildings and building contents. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State statute and local regulations in regard to safety.

Equipment

The Proposer will ensure that all applicable equipment is serviced regularly to meet the manufacturer's recommendations for cleaning and maintenance. All equipment stored on site will be cleared of any and all combustibles when the equipment is not in use. No combustibles are allowed to be stored onsite. This includes proper care of wood flooring, laminate furniture, etc., as well as proper care of vacuum cleaners, floor buffers, etc.

Procurement of Materials and Use of Equipment

Should CA supply certain equipment to enable the Proposer to complete work, such equipment must not be removed from the premises without written consent from CA.

Vandalism/Lost Items

The employees of the Proposer will report to the School Operations Manager/School Director of Finance and Operations/Director of Facilities any vandalism and/or damages to equipment and buildings discovered during the course of their work. They will also notify the above of any required repairs. The Proposer will notify and turn over to the School Operations Manager/School Director of Finance and Operations/Director of Facilities any and all lost items found in or around the facility by the Proposer's employees. This includes but not limited to computers, phones, and keys.

References



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A minimum of three (3) references, current or former clients, with at least one (1) must be in New Orleans, and one (1) reference in Baton Rouge.

Confidentiality

Confidentiality is required from the Proposer and its employees at all times. Any confidentiality breach will result in termination of the said Proposer's employees.

Bonding

The Proposer will provide evidence that all employees engaged in performing the Work are bonded.

Criminal Background Check

We are required to have a background check on all vendors that will work with our students and/or have unsupervised access to our students. [For more information, please go here.](#)

The Proposer will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to CA before an employee begins work in a CA school. Additionally, the Proposer will submit to CA upon request, names and addresses of all individuals who will be performing the Work. CA requires background checks clearance and insist that personnel who are not approved for clearance be replaced.

CA requires the Proposer to complete a Louisiana Bureau of Criminal Identification (LBCI) background check. Background checks completed by a third party or anyone other than the LCBI are not in compliance with state guidelines. Proposer's employees to work at Collegiate Academies Facilities should connect with the Orleans Parish Sheriff's Office (New Orleans) or the Louisiana State Police (Baton Rouge) to set up their company for LBCIs.

Orleans Parish Sheriff's Office, Civil Scan Program

[3380 Perdido St.](#), New Orleans, LA 70119. Hours of Operations: 8am-4pm Phone: (504) 202-9292

Baton Rouge Instructions:

Louisiana State Police Office

7919 Independence Blvd., Baton Rouge, LA 70806 Hours: 8am-4pm

These forms will be required:

- [LBCI Authorization Form](#) (employee should check the "School" box on this form, not "Working with Children.")
- [Rap Disclosure Form](#)

Background check results remain in effect for 3 years, with the vendor's written agreement that the vendor will notify CA if criminal status changes for any reason.

Guidelines for Disqualification (includes, but is not limited to)

- Conviction of any of the criminal offenses listed in the [Louisiana Child Protection Act](#)
- Registered sex offenders
- Criminally found guilty of or pled nolo contendere to a charge of child abuse or neglect



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- Pending charge of child abuse on a case-by-case basis
- Conviction or a plea of nolo contendere to any felony
- Conviction or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment
- Currently on probation for offenses that indicate the individual may pose a threat to the integrity or safety of the school environment will be further reviewed by HR
- A pattern of criminal charges and arrests, even if they were dismissed, which cause concern that the individual may pose a threat to the integrity or safety of the school or school environment
- Intentionally falsifying any information or documents submitted during the employment application process

NOTE: Vendors are NEVER allowed to transport students in any vehicle other than via a formal contract (school bus or van).

NOTE: Vendors at all tiers are not allowed to be one-on-one with a student without being within eyesight of a school employee.

Insurance

Proposer shall, at its expense, procure and keep in force during the entire term of this Agreement for claims arising under this Agreement, General Liability, Automobile Liability, Workers' Compensation, and Excess or Umbrella Insurance to protect Proposer, its employees and other agents and Proposer shall ensure such coverage includes Network as an additional insured, against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of Proposer business including, but not limited to, the following minimum limits set forth below:

1. Commercial general liability: \$1,000,000 per occurrence; \$2,000,000 general aggregate.
2. Business automobile insurance covering all owned, hired, and non-owned vehicles: \$1,000,000.00 combined single limit.
3. Workers' compensation: as required by state law with statutory limits and also minimum Employers Liability limits of \$1,000,000.
4. Excess or Umbrella coverage with limits of not less than \$2,000,000 which shall be excess over the general liability and automobile liability coverages.

Proposer agrees to provide to Network prior to July 1st a certificate of insurance evidencing such coverage. All insurance policies shall provide that no coverage shall be canceled except by thirty (30) days' written notice to Proposer and Network. Insurer shall maintain a minimum A.M. Best's & Company rating of A or Proposer shall obtain insurance from a company mutually agreed upon between Proposer and Network.

Living Wage

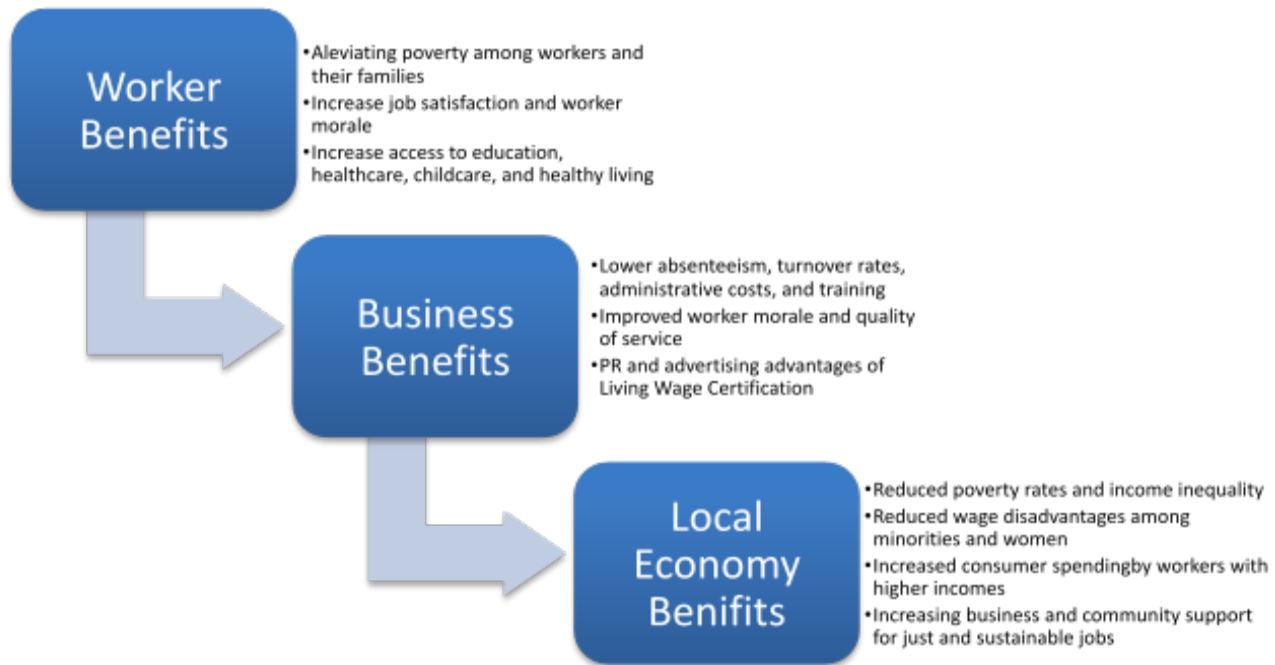
The Proposer agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for businesses and the local economy. Paying a living wage leads to increased worker morale, worker health and quality of service. Paying a living wage also lowers



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absenteeism, turnover rates, and recruiting and training costs. Living wages stimulate the economy through increased consumer spending and the money multiplier effect outlined below:



Because of the benefits to both community and individual, CA mandates the following wages to a full time employee:

Occupation (SOC Code)	Max # of Staff Under Supervision (If applicable)	Hourly Wage (75th Percentile)	Maximum # of hours/day	Minimum Paid Days Off	Benefits Description
Janitors and Cleaners (37-2011)	n/a	\$15.00*	8	10	Health Care Paid Days Off

SOC Code: Standard Occupational Classification code-see www.bls.gov/soc/home.htm

*Additionally CA mandates a minimum of 2% annual cost of living increase to these wages on July 1st of each year.

APPA Level

Please submit a proposal that is at “Level 2” APPA Level. See Attachment B APPA's Cleaning Standards for more information.

Pricing



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The Proposer will offer its services in a variety of ways so that CA can build the best model for each of our facilities. Attachment C (pp.27-34) must be filled out IN FULL. Any facility or any level of service that the Proposer does not wish to bid on must be indicated with **N/A**. For any service that the proposer will include in a price on another line, please indicate such with **INC** and reference the applicable line. Provide details as requested in all boxes, and additional information as necessary.



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SCOPE OF WORK

A detailed list of **minimum** services to be provided is outlined below.

Service Areas

All areas in each facility are to be serviced per the schedule of services below. This includes all classrooms, restrooms, offices, teacher lounges, conference rooms, clinic, libraries, cafeteria, auditoriums, gymnasiums, hallways, stairwells, as well as parking lots, grounds, entrance ways, loading dock exterior/interior, play areas, fields and any other area within each facility's campus.

The Proposer should be aware that each school has similar flooring. In general each school has the following flooring types:

- VCT in hallways, classrooms, and cafeterias
- Terrazzo in entrance and high traffic spaces
- Tile in bathrooms and kitchens
- Carpet in offices and libraries
- Wood in gymnasiums at Livingston, Abramson, and Carver.
- Rubber in gymnasium at Collegiate Baton Rouge
- Rubber in fitness rooms
- Concrete in stairwells at Livingston, Abramson, Opportunities Academy.
- Poly in Collegiate Baton Rouge's restrooms and kitchen
- Terrazzo floors in bathrooms at Rosenwald

A breakdown by square footage for each flooring type at each campus is provided in Attachment A.

Consumables and Fixtures

All service levels include restroom fixtures and consumables as well as any other equipment or materials necessary to deliver the service quoted.

In an effort to reduce cost and our impact on the environment Livingston, Abramson, and Carver CA schools use hand driers in all gang restrooms and most single occupant restrooms.

Quality of Work

Care must be exercised during all cleaning services. Baseboards, walls, kick plates and furniture must not be splashed, marred, disfigured or damaged during daily, monthly and semi-annual floor-care and dusting operations. All floor edge baseboard and/or corners along baseboards must be addressed during the cleaning schedules and no buildup of dirt and wax allowed. If baseboards, walls or furniture are splashed, marred, disfigured or damaged, these areas will be addressed at the Proposer's expense.



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1-A. Daily Service (Porter, Light Maintenance): All areas, as directed by the School Operations Manager/School Director of Finance and Operations, Director of Facilities, Director of Operations, Chief Operating Officer or School Leadership

- Daily sweeping of grounds and removal of litter, clutter, etc.
- Occasional porter tasks, including carrying boxes and moving furniture
- Occasional set-up, break-down, and support for daytime events and activities
- Any other duties that help in the day-to-day operations at the facility
- Occasional changing of light bulbs per the CA facility use type
- Occasional tightening of sink fixtures and door fixtures
- Occasional dust inside light fixture lens as needed
- Occasional replacement of ceiling tiles
- Occasional replacement of baseboard

1-B. Daily Service (Multiple Times per Day): Restrooms, locker rooms, etc.

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and damp wipe with disinfectant
- Empty trash receptacles, wipe down, and re-line
- Clean and polish mirrors
- Wipe towel cabinet covers
- Clean and disinfect all toilets, toilet seats and urinals, inside and out
- Scour and disinfect all basins. Polish bright work
- Dust partitions, tops of mirrors and frames, tops of lockers
- Remove splash marks from walls around basins
- Spot clean all instances of graffiti: Report vandalism or non-removable graffiti to School Operations Manager immediately
- Wet wipe all hand dryers with disinfectant
- Wet mop and rinse restroom floors with disinfectant
- Wet scrub tile walls in all bathrooms as needed including but not limited to sink backsplash, behind toilets, and under hand dryers and soap dispensers.

1-C. Daily Service (All Meal Times): Cafeteria and Classroom

- Monitor for spills
- Wipe down tabletops between grade levels using the cafeteria, as well as at the end of service during breakfast, lunch and supper service
- Spot sweep and spot clean floors as necessary in classrooms/cafeteria during breakfast, lunch and supper service
- Empty, wipe out, and re-line all trash receptacles after breakfast, lunch and supper service
- Wet mop entire cafeteria floor after breakfast, lunch and supper service



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The following chart provides the approximate location for meals at each facility. This may change for the 2022-2023 School Year:

School	Enrollment	Breakfast	Lunch	Supper/Snack
ASA	600	75% Classroom 25% Cafeteria	100% Cafeteria	100% Classroom
CBR	450	75% Classroom 25% Cafeteria	100% Cafeteria	100% Classroom
GWC	800	75% Classroom 25% Cafeteria	100% Cafeteria	100% Classroom
LCA	600	75% Classroom 25% Cafeteria	100% Cafeteria	100% Classroom
OA/CMO	70	100% Classroom	100% Cafeteria	100% Classroom
RCA	350	25% Classroom 75% Cafeteria	100% Cafeteria	100% Classroom

2. Nightly Service: All areas (all classrooms, offices, shared spaces, as well as gymnasium, library, etc.)

- Wipe down and disinfect all surfaces and tabletops in all areas
- Wipe down and disinfect all water coolers and water fountains
- Vacuum all carpeting (including rugs in classrooms)
- Sweep or dust mop all non-carpeted areas, including stairwells and hallways
- Wet mop hard-surface flooring, including hallways and cafeteria
- Clean entrance glass and interior glass
- Polish all stainless steel surfaces, including drinking fountains, door push-plates, etc.
- Pick up trash and debris from parking lot, play areas, grounds, etc.
- Empty and re-line all trash receptacles; place all trash in dumpsters or designated collection areas
- Empty and replace all recycling receptacles; place all recycling in proper recycling dumpsters or designated collection areas
- Empty and re-line exterior trash cans
- Straighten furniture, organize stacks, etc., as necessary to ensure a neat, orderly teaching and learning environment
- Clean all restrooms, per Scope of Work item 1-B given above
- Scrub high-use flooring (hallways, lobbies, cafeteria, etc.) with automatic scrubber and buff

3. Weekly Service: All areas

- Dust all horizontal surfaces of desks and other furnishings (up to 8 feet)
- High-dust vertical surfaces (all surfaces up to 8 feet), including dusting the tops of fire extinguisher cabinets, fire alarm pull stations, alarm panels, thermostats, and electrical/mechanical boxes in service areas.
- Clean wet wipe all light switch plates
- Clean wet wipe all windows and doors, interior and exterior
 - Both sides of all windows between classroom/hallway and classroom/classroom
 - Both sides of all windows in all doors, interior and exterior
 - Both sides of all glass in entryways and vestibules etc.
 - Classroom windows looking outside
 - Dust classroom blinds and window sills
- Wet mop and vacuum stairwells and any other areas not mopped daily



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- Clean inside of microwaves in cafeteria and teacher lounges

4. Monthly Service: All areas

- Accomplish all high dusting (over 8 feet), horizontal and vertical surfaces, floor to ceiling
- Wash all walls and bathroom stalls up to 8 feet
- Clean all glass and windows up to 8 feet
- Scrub all baseboards, door kick plates, and other high-visibility trim
- Clean inside of staff lounge refrigerators

5. Semi-Annual Service (**Annual = Summer Break or Winter Break; Bi-Annual = Summer and Winter Break; Tri-Annual - Fall, Winter Break and Spring Break; Quarterly = Summer Break, Fall*, Winter Break and Spring Break**): All areas (Reference Attachment A for a sample school calendar)

- Machine strip, rinse, and re-seal all tile and terrazzo flooring. **Annual - Summer**
 - All furniture moved in this process is to be moved without dragging it on floors, should be stored inside the buildings, and should be returned to the room and position it was found in.
- Buff and recoat all hard-surface classroom floors. **Annual - Winter**.
 - All furniture moved in this process is to be moved without dragging it on floors, should be stored inside the buildings, and should be returned to the room and position it was found in.
- Buff and recoat all hallway and cafeteria floors. **Tri-Annual****
- Wet scrub all concrete interior staircases. Livingston, Abramson, and future facilities if needed. **Quarterly**
- Dust inside light fixture lens as needed - **Bi-annual**
- Shampoo all carpets and rugs - **Bi-annual**
- Deep clean grate mats and mat wells at entrances at Livingston, Abramson, and Carver - **Quarterly**
- Wash all windows, inside and out, including second floor windows and upper windows on gym. - **Annual - Summer**
- Scrub all thresholds at all entryways - **Bi-annual**
- Pressure wash all exterior entrances/exits floors, including main landing, stairs, and ramps. **Annual - Summer**
- Pressure wash exterior loading dock/dumpster area floors and walls, including loading dock stairs, ramps, and dumpster pad area - **Bi-annual**
- Pressure wash exterior sidewalks and courtyard floors - **Annual - Summer**
- Sweep out and spot clean floors in electrical, mechanical, IT, storage and janitorial closets and rooms - **Quarterly**
- Deep clean Gym: ceiling, walls, floors, bleachers, and stage area - **Quarterly**
- Deep clean commercial kitchen, kitchen offices, kitchen storage rooms, and kitchen bathrooms (where applicable), including all surfaces and floor care “use floor brush scrubber”, including under all equipment - **Bi-annual**
 - Daily cleaning of the kitchen will be completed by the food service subcontractor. Food service will conduct a deep cleaning of the inside of ovens, stoves, etc. The Proposer will be responsible for the semi-annual floor care, high dusting/scrubbing, window washing, etc.



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6. Special Projects, as proposed and agreed upon in advance by School Operations Manager/School Director of Finance and Operations, Director of Facilities, Director of Operations, Chief Operating Officer or School Leadership. See Attachment C - Pricing & Service Proposal

- Tropical Storm/Hurricane Response:
 - Building Prep
 - Secure or move all items that could become a projectile indoors (trash cans, picnic tables, athletic equipment, etc.)
 - Clean out all refrigerators and mini-fridges
 - Move elevator to 2nd floor prior to leaving building
 - Ensure ALL doors, windows, roof access points and gates are locked and secured.
 - Ensure ALL security systems are armed. Notify school if alarm cannot be activated
 - Building Response
 - Clean grounds and courtyards of debris
 - Remove any standing water from inside school building
 - Remove and clean up any damage ceiling tiles
 - Remove trash and spoiled food where necessary
 - Board up any broken windows
 - Secure any unsecure doors

7. **Ongoing:** Janitorial services areas

- Keep janitorial closets clean and organized
- Label all products
- Mops stations and mops are to be cleaned and stored appropriately
- Sinks should be cleaned and drains free of mop strings and other debris and faucets should be tightly secured.
- Organize all large equipment in one area inside the loading dock room and ensure all items are approved to use and store with no combustibles stored in or around the facilities.



Collegiate Academies

Request For Proposal – Custodial Services

RFP BID PROCESS

Walk-Throughs

A walk-through of 2 New Orleans schools will occur immediately following the mandatory pre-bid meeting on April 1st. The walkthrough is a mandatory requirement of this RFP.

Submission

The Proposer will submit the following by **Wednesday, April 20th at 5:00pm:**

- Original copy of all proposal documents, including checklist and all attachments, bound, marked ORIGINAL and sealed in an envelope
- One additional hard copy of all documents
- One electronic copy of all documents (via email or USB device)

Submission should be delivered by mail or by hand and emailed to:

Kathleen Welch, Director of Facilities

CST Network Office

2625 Thalia St

New Orleans, LA 70113

kwelch@collegiateacademies.org

Any questions regarding this RFP should be directed to Kathleen Welch, at kwelch@collegiateacademies.org. Questions will be answered via a document on the RFP page of the Collegiate Academies website (www.collegiateacademies.org). An email, notifying the document has been posted and/or updated, will be set to all attendees of the mandatory pre-bid meeting.

Evaluation

A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, client references, and industry references.



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Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	<p>Award of a purchase order or contract is based on the best value to CA: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose.</p> <p>When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.</p>
Price	0-30 points for each (Price, Professional References & Company Financials)	<p>Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 and 1 points.</p> <p>The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.</p>
Professional References	The highest score is 30 points; however, applicants failing to address a	Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Company Financials	Component entirely will receive a score of zero.	Three years of most recent audited company financials are requested. The audited financial reports will be reviewed to determine if the company has the financial capacity to perform the work outlined in the contract.
Headquartered in Orleans Parish	0-20 points each	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	Applicant has provided verifiable evidence of component described by the Evaluation Criteria	A for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the City of New Orleans or other certifying agency must be provided with the submission
Executive Resumes	0-10 points for each	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Community Involvement	Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans community relationships.
Employee Sustainability		Proposal demonstrates a culture of sustainability through training, living wages, and benefits.



Collegiate Academies

Request For Proposal – Custodial Services

TOTAL POINTS	210	
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PROPOSAL REQUIREMENTS

1. Executive Summary (2 pages maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry in New Orleans (Pre-K through College)
 - b. Cost-Containment Strategy
 - c. Organization Chart
 - d. Resumes of Key Contributors (bios will not be sufficient)
3. Organization Policies and Procedures
 - a. Employee Sourcing, Screening and Hiring Procedures, Louisiana Bureau of Criminal Identification (LBCI)
 - b. Frequency and type of background/drug checks performed
 - c. Staff Training/Professional Development Program
 - d. Pay and benefit information for employees, including pay scale
 - e. Safety and Security Program
 - f. Safety Data Sheets (SDS) and Product Information
4. Performance History & Preparedness for CA
 - a. Proposer's references (minimum 3 New Orleans and 1 Baton Rouge)
 - b. Summary of ability to take on the additional workload expected by the Proposer
5. Customer Service Proposal
 - a. Management/Supervision Structure, Annual evaluations of Proposer's performance
 - b. How the Proposer plans to monitor and measure service quality (schedule of inspections per agreed from both Proposer and School DFOs.)
 - c. Staffing plan for each site location, including number of staff/supervisors and proposed schedules (full scope - options 1 and 2 on pricing sheet)
 - d. When/how the Proposer plans to keep clients informed of service quality (sample reports)
 - e. Contingency/Coverage plan for expected and unexpected absences or staff turnover, including coverage.
 - f. Plan for maintaining responsiveness/communication and reporting with CA leadership team(s)
 - g. Other methods for ensuring high-quality customer service
6. Implementation/Transition Plan
 - a. Employee Recruiting and/or existing staff transition plan
 - b. Training/On-boarding Plan
 - c. Proposed Transition Timeline
7. Service Proposal – Pricing Sheet – Attachment C (All 7 pages must be completed)
8. Contact Information/Bid Authorization – Attachment D
9. Non Collusion Affidavit – Attachment E
10. Responsibility Disclosures – Attachment F
11. Checklist of Required Elements – Attachment G



Collegiate Academies

Request For Proposal – Custodial Services



Collegiate Academies

Request For Proposal – Custodial Services

Attachment A | Facility and Annual Calendar Information

School	School Name	Location	Year Built
ASA	Abramson Sci Academy	5552 Read Blvd, New Orleans, LA 70127	2015
CBR	Collegiate Baton Rouge	282 Lobdell Blvd, Baton Rouge, LA	2019
GWC	George Washington Carver	3059 Higgins Blvd, New Orleans, LA 70126	2016
LCA	Livingston Collegiate Academy	7301 Dwyer Road, New Orleans, LA 70126	2014
OA/CMO	Opportunities Academy/Network Offices	2625 Thalia St, New Orleans, LA 70113	1965, 2007
RCA	Rosenwald Collegiate Academy	6501 Berkley Dr, New Orleans, LA 70131	1973, 2022

School	Total Sq Footage	Cleanable Sq Footage	Sq Footage by Flooring Type							
			VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
ASA	106,931	91,219	50,091	4,084	8,418	10,039	10,124	0	8,463	0
GWC	189,000	160,650	88,536	7,218	14,879	17,744	17,894	0	14,958	0
CBR	47,938	47,725	34,490	0	0	2,177	0	7,588	1,762	1,708
LCA	106,931	91,219	50,091	4,084	8,418	10,039	10,124	0	8,463	0
OA/CMO	71,199	61,511	39,761	0	4,464	2,862	0	300	14,424	0
RCA	66,915	64,486	51,404	2,142	373	7,737	0	0	861	0

School	Enrollment	Student Hours (M-F)	Extra Curricular Hours (M-F)	Staff	Staff Hours		
					M-F	Sat.	Sun.
ASA	600	8:10am-3:44pm	3:44 - 7:00	81	7:30-6	12-4:00	10-6:00
CBR	450	7:30am-2:54pm	2:54-6:30	60	6:30-5:00	12-4:00	10-6:00
GWC	800	7:30am-3:40pm	3:40-7:00	100	7-5:00	12-4:00	10-6:00
LCA	600	7:45am-3:30pm	3:30-7:00	80	6-7:30	12-4:00	10-6:00
OA/CMO	70	8:40am-3:30pm	n/a	45/70	7:30-5:30	12-4:00	10-6:00
RCA	350	8:15am-3:42pm	3:42 - 6:30	65	7:30-4:30	12-4:00	10-6:00



Collegiate Academies

Request For Proposal – Custodial Services

Click on link for all Facility floor plans and related documentation.

[Facility Floor Plans and Related Documents](#)



Collegiate Academies

Request For Proposal – Custodial Services

2022-2023 Academic Calendar

Staff Events & Holidays	Staff PD	Holidays	Start/End of Quarter	Staff Events & Holidays
July			July 2022	January (19 Instructional Days)
4 July 4th Holiday			S M T W Th F S	2 New Year's Day Observance
11-15 CAIR / PD for some schools			3 4 5 6 7 8 9	3 Staff PD
18-29 Summer Staff PD			10 11 12 13 14 15 16	4 Q3 Starts
			17 18 19 20 21 22 23	16 Martin Luther King Jr. Day
			24 25 26 27 28 29 30	
			31	
			January 2023	
			S M T W Th F S	
			1 2 3 4 5 6 7	
			8 9 10 11 12 13 14	
			15 16 17 18 19 20 21	
			22 23 24 25 26 27 28	
			29 30 31	
			February 2023	February (15 Instructional Days)
August (18-23 Instructional Days)			S M T W Th F S	20-24 Mardi Gras Break
1-5 Summer Staff PD			1 2 3 4	
1-8 First Day of School / Q1 Starts			5 6 7 8 9 10 11	
			12 13 14 15 16 17 18	
			19 20 21 22 23 24 25	
			26 27 28	
			March 2023	March (22 Instructional Days)
September (21 Instructional Days)			S M T W Th F S	10 Q3 Ends
5 Labor Day			1 2 3	13 Q4 Starts
			4 5 6 7 8 9 10	14 On Campus ACTF (IBD)
			11 12 13 14 15 16 17	31 Network PD Day #2
			18 19 20 21 22 23 24	
			25 26 27 28 29 30	
			April 2023	April (14 Instructional Days)
October (19 Instructional Days)			S M T W Th F S	7-14 Spring Break
7-10 Fall Break			1 2 3 4	24-28 State Testing
10 Indigenous People's Day			5 6 7 8	
14 Q1 Ends			9 10 11 12 13 14 15	
17 Q2 Starts			16 17 18 19 20 21 22	
			23 24 25 26 27 28 29	
			30 31	
			May 2023	May (18 Instructional Days)
November (18 Instructional Days)			S M T W Th F S	1-12 State Testing
8 Election Day			1 2 3 4 5 6	24 Last Day of School / Q4 Ends
11 Network PD Day #1			7 8 9 10 11 12 13	29 Memorial Day
21-25 Thanksgiving Break			14 15 16 17 18 19 20	25-26 Staff PD or New Roads
			21 22 23 24 25 26 27	30-31 Staff PD
			28 29 30 31	
			June 2023	June
December (12 Instructional Days)			S M T W Th F S	1-2 Staff PD
5-16 State Testing			1 2 3	5-23 Summer School / ESY
16 Q2 Ends			4 5 6 7 8 9 10	19 Juneteenth
19-30 Winter Break			11 12 13 14 15 16 17	
			18 19 20 21 22 23 24	
			25 26 27 28 29 30 31	



Collegiate Academies

Request For Proposal – Custodial Services

Attachment B | APPA's Cleaning Standards

APPA's cleaning standards from APPA's Custodial Staffing Guidelines for Educational Facilities.

APPA Standard Space	Level #1	Level #2	Level #3	Level #4	Level #5
Classroom with Hard Floor	8,500	16,700	26,500	39,500	45,600
Entranceway	4,300	7,500	12,300	20,700	35,000
Locker/Changing Room - No Shower	11,800	12,100	xxxx	xxxx	xxxx
Office with Carpet Floor	9,600	18,200	32,000	53,000	87,000
Public (Circulation) with Hard Floor	7,500	20,500	30,500	38,400	41,800
Research Lab with Hazardous Waste	5,200	7,000	8,200	11,400	28,200
Research Lab without Hazardous Waste	6,900	10,600	13,500	25,000	87,200
Stairwell	7,500	15,100	17,400	24,500	75,300
Storeroom	77,000	210,000	395,300	1,832,700	3,360,000
Washroom	2,000	2,600	xxxx	xxxx	xxxx
Shower Room	5,200	5,200	xxxx	xxxx	xxxx
Public (Circulation) with Carpet Floor	17,700	40,400	53,500	80,900	93,600
Office with Hard Floor	8,400	14,600	25,100	36,000	49,500
Classroom with Carpet Floor	9,700	21,700	24,000	34,700	37,200
Classroom with Carpet Floor-High Use	5,100	12,700	13,400	17,900	18,800
Classroom with Hard Floor-High Use	4,700	9,600	10,100	21,000	22,900
Washroom-High Use	1,000	1,300	xxxx	xxxx	xxxx
Utility	4,100	5,500	9,800	17,700	45,700
Vending	4,800	11,100	16,000	17,700	19,500
Dormitory Lounge	5,200	8,700	17,800	42,900	136,500
Cafeteria with Carpet	9,900	15,400	xxxx	xxxx	xxxx
Cafeteria with Hard Floor	11,200	16,400	xxxx	xxxx	xxxx
Library with Carpet	17,900	36,900	72,600	106,400	126,800
Library with Hard Floor	10,900	20,200	23,500	47,000	57,000
Auditorium Seating & Foyer	5,700	14,000	32,600	67,200	408,000
Auditorium Stage & Wings	18,600	27,500	82,800	239,500	xxxx
Gymnasium (Wood Floor)	17,300	36,500	80,700	257,400	1,108,200

Figures in sq.ft. per custodian. APPA Staffing Service Levels, full text can be found here: <http://appa.org/files/General/AllCustodialAnalysis.pdf>.



Collegiate Academies

Request For Proposal – Custodial Services

Level 1 – Orderly Spotlessness

- Floors and base moldings shine and /or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 – Orderly Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls. But there can be up to two days worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 3 – Causal Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 – Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy and stained. There is noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and /or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 – Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt, scuffed, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust ball and flies. Many lamps (more than 5 percent) are burned out.
- Trays containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.



Collegiate Academies

Request For Proposal – Custodial Services

Attachment C | Pricing & Service Proposal

George Washington Carver

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
GWC	160,650	88,536	7,218	14,879	17,744	17,894	0	14,958	0

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Livingston Collegiate Academy

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
LCA	91,219	50,091	4,084	8,418	10,039	10,124	0	8,463	0

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Abramson Sci Academy

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
ASA	91,219	50,091	4,084	8,418	10,039	10,124	0	8,463	0

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Collegiate Baton Rouge

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
CBR	47,725	34,490	0	0	2177	0	7588	1762	1708

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Rosenwald Collegiate Academy

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
RCA	64,486	51,404	2,142	373	7,737	0	0	861	0

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Opportunities Academy/Creative Support Team

School	Cleanable Sq Footage	Square footage by Flooring Type							
		VCT	Terrazzo	Tile	Carpet	Wood,	Rubber	Concrete	Poly
OA	64,486	51,404	2,142	373	7,737	0	0	861	0

Level 2 - Option 1 Day Porter Only

- Annual Cost to provide all services covered in Scope of Work items 1-A, 1-B, 1-C, (Daily services)

Price for Level 2 - Option 1: _____

Price for Facility per Square Foot Annual Service: _____

Level 2 - Option 2 Night Crew Only

- Annual cost to provide all services covered in Scope of Work items 2, 3, 4, 5 and 6 (Nightly, Weekly, Monthly, Semi-annual and special services)

Price for Level 2 - Option 2: _____

Price for Facility per Square Foot Annual Service: _____



Collegiate Academies

Request For Proposal – Custodial Services

Additional Services

Throughout the course of this contract CA may be in need of planned, emergency, temporary or permanent additional custodial support. Any category the Proposer does not wish to bid on must be indicated with N/A.

	Contractual Days	After Hours / Weekends	Holidays	Emergency
Custodian Hourly Rate				
Custodian Lead/Supervisor Hourly Rate				
Maintenance Hourly Rate				
Maintenance Supervisor Hourly Rate				
	Pricing		Notes on Pricing	
Carpet Cleaning/Rug Shampoo				
VCT Buff/Recoat				
VCT Strip/Wax				
Terrazzo Strip/Reseal				
Terrazzo Buff				
Pressure Washing				



Collegiate Academies

Request For Proposal – Custodial Services

Moving Furniture		
Tropical Storm/Hurricane Response		



Collegiate Academies

Request For Proposal – Custodial Services

Attachment D | Contact Information & Bid Authorization

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	

Company Legal Name	
Company Address	
Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	
Number of Employees	
Certified SLDBE (yes/no)	
If YES, Year Certified	

By signing the box below I am submitting my bids for the following facilities (check all that apply):

George Washington Carver	<input type="checkbox"/>
Livingston Collegiate Academy	<input type="checkbox"/>
Abramson Sci Academy	<input type="checkbox"/>
Collegiate Baton Rouge	<input type="checkbox"/>
Rosenwald Collegiate Academy	<input type="checkbox"/>
Opportunities Academy/Creative Support Team	<input type="checkbox"/>

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	



Collegiate Academies

Request For Proposal – Custodial Services

Attachment E | Non-Collusion

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that they are the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Orleans Parish.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which they are to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY
OF _____, 20____.

NOTARY PUBLIC



Collegiate Academies

Request For Proposal – Custodial Services

Attachment F | Responsibility Disclosures

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for custodial services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date



Collegiate Academies

Request For Proposal – Custodial Services

Attachment G | Checklist of Required Elements

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Organization Policies and Procedures			
Performance History & Preparedness for CA			
Customer Service Proposal			
Implementation/Transition Plan			
Insurance Ability or Certificates			
Pricing Proposals – Attachment C			
Company Information/Bid Authorization – Attachment D			
Non-Collusion Affidavit - Attachment E			
Responsibility Disclosures - Attachment F			
Checklist (This Document) – Attachment G			
Sealed Original + Hard Copy + Electronic Copy	n/a		



Collegiate Academies

Request For Proposal – Custodial Services

END OF RFP DOCUMENT