

PULASKI COUNTY BOARD OF EDUCATION CONTRACTED CLEANING REQUEST FOR PROPOSAL

RFP Release Date – February 3, 2023
Advertised Beginning February 3, 2023
Due Date- March 24, 2023 by 2PM

Pulaski County School District is accepting proposals for the following cleaning positions during the school year in 4 of our elementary schools. Your quote should be based on the information contained in this Request for Proposal (RFP).

While preparing your bid, if you would like a tour of any or all of the 4 schools, please call Shelley Todd at 606-305-7531. All questions regarding the Request for Proposal should also be directed to Shelley Todd at 606-305-7531 or via e-mail at shelley.todd@pulaski.kyschools.us.

Pulaski County School District requires a first class, quality cleaning program and only this type cleaning will be considered. Price will not be the sole factor in awarding the contract. Award will be based on "best value" to the District. Emphasis in the final decision will be based on qualifications, specifications and job requirements as well as pricing to determine which company will be awarded this contract.

SUBMISSION PROCEDURES

All bids must be sealed and mailed or dropped off at the Pulaski County Board of Education located at 925 North Main Street, Somerset, Kentucky 42503. Envelopes should be marked "CLEANING PROPOSAL" and to the attention of Shelley Todd. Responses are due on March 24, 2023 by 2pm. Any received after this time will not be considered. All RFP's MUST be signed by an authorized member of the company responding.

BID FORMAT

All RFPs submitted must be typed and bound and contain the following required sections:

Letter from Your Company

Copies of all Insurance Certificates requested

Typed answers to questions in CONTRACTOR INFORMATION AND SPECIAL CONDITIONS section

PERIOD OF CONTRACT

The contract will begin July 1, 2023 and last through June 30, 2024 with the option to extend for 2 additional, 1year periods if it is in agreed upon by both parties.

Pulaski County Board of Education reserves the right to accept or reject any proposal without explanation.

CUSTODIAL CONTRACT CLEANING POSITIONS BY SCHOOL 2023-24

EUBANK

(1) 6hour contracted cleaner

OAKHILL

(1) 7hour contracted cleaner

SHOPVILLE

(1) 7hour contracted cleaning

SOUTHERN ELEM

(1) 2hour contracted cleaner

It is our intention to fill all 8hour positions with employees of Pulaski County Schools and use contracted cleaners for positions of less than 8 hours. Additional positions could become available as the year moves forward.

Contracted cleaners will work Monday – Friday evenings on days when school will be in session the following day. Contracted cleaners are not required to work summers, but if they wish to, it can be discussed on an individual basis, depending on the need of the school they are working at. Positions may start as early as 4pm but must be done no later than 11pm.

CUSTODIAL SERVICES REQUEST FOR PROPOSAL
CONTRACTOR INFORMATION AND SPECIAL CONDITIONS

Name:

Address:

Telephone Number:

Person Submitting Quote with Title:

1. Please list owner name and the names of all people authorized to execute contracts on your Company's behalf and the number of years of experience in the contracted cleaning industry.
2. Please list the approximate number of people employed by your company.
3. State your company's qualifications and history to validate your qualifications for this opportunity.
4. Describe your company's overall organizational structure.
5. Please provide a list of all insurance coverage, providing a sample certificate of insurance showing coverage. Example: Workman's Comp, General Liability.
6. Please identify the key management that will support Pulaski County School District service needs. Include the name, position, experience and key responsibilities for each person.
7. We are aware that it is difficult to obtain employees who are dependable and do quality work. Please submit your hiring procedures and requirements.
8. Please describe your companies background checks, drug testing procedures.
9. No subcontracting for Custodial services will be allowed. All contracted employees shall be employees of the CONTRACTOR, on the contractor's payroll with the contractor paying all workman's comp insurance and all payroll taxes.
10. Please include 2 reference letters

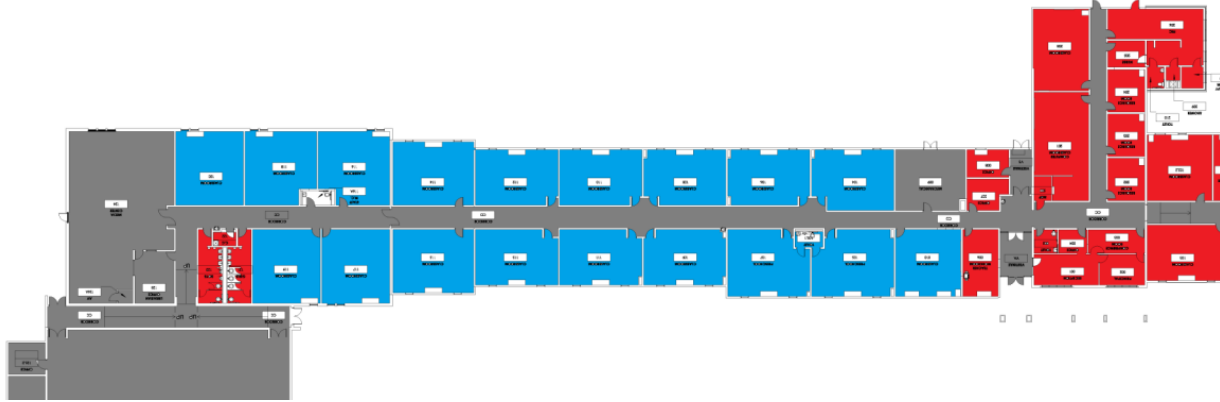
11. The price submitted should include quality cleaning Monday through Friday at the specified locations with a cost per hour basis.
12. The term of agreement should be from July 1, 2023 through June 30, 2024 with the option to extend for 2 additional, 1year contracts, if agreeable by both parties. The agreement may be canceled at any time by either party with a 30day written notice.
13. All invoices for cleaning services are to be provided to Shelley Todd at Pulaski County Board of Education the first of each month for that month of service.
14. All cleaning personnel are employees of the awarded contractor but will be subject at all times to the approval of Pulaski County School District.
15. Cleaning personnel should be professionally attired at all times and have some kind of identification of the company they are employed by. A name badge or a lanyard will suffice.
16. Contractor shall carry and maintain such liability insurance as will protect the contractor and Pulaski County Board of Education from claims under any workman's compensation acts and from any other damages, including death, which may be sustained by contractor's employees or agents and the general public, and from claims for property damage which may be sustained by any of them. Contractor shall furnish a certificate included with this proposal that the contractor has in effect the following minimum level of insurance:

Workman's Compensation Insurance

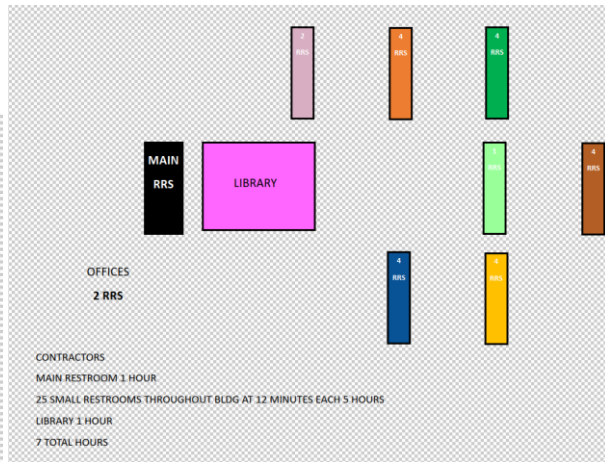
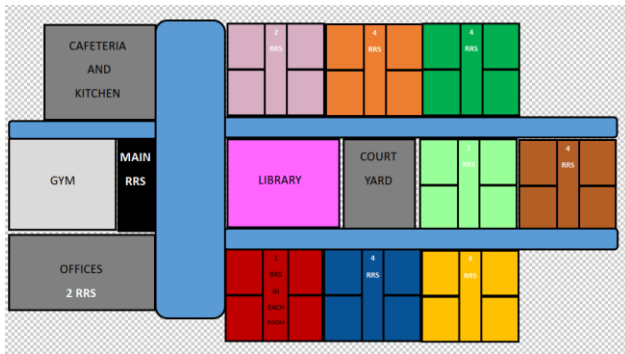
Comprehensive General Liability Insurance with limits of \$1,000,000 each occurrence
17. Contractor will indemnify and hold harmless Pulaski County Board of Education from and against all claims, damages, losses and expenses.
18. Contractor will be held responsible for careless workmanship. If employee does not progress to our standard of cleaning, contractor will replace the employee and not charge if the job repeatedly has to be redone.
19. There is no smoking allowed on Pulaski County School District Property.
20. Contracted employees are not allowed to remove any items from Pulaski School District property.
21. Theft will not be tolerated and is means for immediate termination and possible prosecution.
22. Cleaners are expected to conduct themselves with dignity and good taste, when in the buildings and in parking areas.
23. Pulaski County Schools will have one of our employees at each school during these shifts. Contracted cleaners can go to that person with any questions during their shifts.
24. Contracted staff will be paid for hours worked and will not be paid the full amounts of scheduled hours if the staff leaves early.
25. Contracted staff should not be on their phones when they are not on their breaks unless it is an emergency.

PROBABLE AREAS OF RESPONSIBILITY

Eubank Elem – 6 hours – rooms in blue



Oak Hill – 7 Hours – as shown – all single sized restrooms except the red hall, where restrooms are inside the classrooms. Library and main restroom .



Shopville – 7 hours – as shown

Shopville Elementary (440)



- CONTRACTORS - 7 ROOMS
- 8 HOUR FULL TIME PERSON -
- GARY - GYM AND HALLS—DUSTMOP, AUTOSCRUBBING, AND BUFFING

Southern Elem 8 single restrooms in Kindergarten Hall for 2 hours

