

Worth County School District

REQUEST FOR PROPOSAL/CUSTODIAL MANAGEMENT SERVICES

This document constitutes a request for sealed bids from qualified firms or organizations to provide Custodial Management Services with the intent of designing a Custodial Management Plan for Worth County School District and implementation of the Custodial Management Plan and Management Services.

Sealed bids will be received until for furnishing the services described herein. All inquiries for information regarding bid submission requirements shall be directed to:

Kim Oliver
Worth County School
District 103 Eldridge Street
Sylvester, GA 31791
Phone (229) 776-8600

Proposal shall be mailed or hand delivered to:

Kim Oliver, Worth County School
District 103 Eldridge Street
Sylvester, GA 31791

All communication and questions regarding the Request for Proposal should also be directed to the above-named individual. No other contract with any district staff is permitted before election of the, finalist except by invitation to do so by the Superintendent Mr. Nehemiah Cummings.

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Worth County School District

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I. OBJECTIVES

- A. **PURPOSE:** The purpose and intent of this Request for Proposal is to solicit sealed proposals from qualified sources to establish a contract through negotiations for the purpose of a Custodial Management Plan and Custodial Management Service for specified departments and functions as outlined in this Request for Proposal, for custodial department of Worth County School District.

- B. **BACKGROUND:** Worth County School District is a school district with 3,000 students and 430 employees. Total square footage is approximately 647,000 square feet. It is the system's desire to seek the services of professional specialized management personnel, programs and resources to support and complement the existing management structure.

II. PROCUREMENT INTENT

- A. **STATEMENT OF NEEDS:** The selected firm shall furnish all necessary management and resources (including but not limited to personnel, training programs, support, equipment, materials, program supplies, and supplies) to conduct a management study. Provide a thorough and comprehensive analysis, develop a concept of operations, and implement a program to improve efficiency and effectiveness of the custodial department.

- B. **GOALS:** The services performed by the provider shall be accomplished within the framework of attaining the following goals established by Worth County School District.
 - 1. Improvement in the appearance of all buildings within the system. The overall goal is to develop a program that will create and maintain a cleaner and safe environment for students and staff in order to effectively support education in Worth County School District.
 - 2. Determine and implement appropriate level of staffing for custodial operations for Worth County School District.
 - 3. Implement a system to improve productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
 - 4. Enhance personnel development through a program of motivation, in-service education, and training.
 - 5. Improvement of departmental performance through the utilization of specialized tools,

- equipment, technologies, and processes.
6. Establishment of a system approach and quality assurance program to maintain and preserve desired level of service.
 7. Improve management of custodial services in a cost-effective manner.
 8. Development of a capitalization plan for equipment.

NOTE: These goals are provided for informational purposes only in an effort to support an understanding of established Worth County School District's objectives, they are not provided as indication of the actual work to be performed by the Provider.

III. PREPARATION AND SUBMISSION REQUIREMENTS

- A. **GENERAL REQUIREMENTS:** Request for Proposal Response: In order to be considered for selection, the Provider must submit a complete response to this Request for Proposal. One (1) original and eight copies of each qualification must be submitted to Worth County School District as indicated. No other distribution of the Proposal shall be made by the Provider.
- B. **COMPLETE REQUEST FOR PROPOSAL:** Proposal shall be signed by an authorized representative of the Provider. Failure to submit all information requested may result in a lower evaluation of the qualification and/or rejecting it entirely. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiations.
- C. **FORMAT:** Proposal should be prepared simply, but completely, providing a straight forward, concise description of capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. It is requested that the Request for Proposal be formatted in 8 major sections; (1) Specific requirements (see Section III, E), (2) A Company Overview, (3) Training to be provided, (4) New Technologies to be provided, (5) Leadership and Organization proposed, (6) Program Support to be provided, (7) Financial Impact anticipated, (8) Additional information the provider may wish to provide or requested by the Worth County School District.
- D. **ORAL PRESENTATION:** One or more Provider who submits Proposal in response to this Request for Proposal may be required to give an oral presentation of their Proposal to Worth County School District. This provides the opportunity for the Provider to clarify or elaborate on the Proposal. This is a fact finding and explanation session only and does not include negotiation. The

Contract Administrator will schedule the time and location of these presentations. Oral presentations are an option of Worth County School District and may or may not be conducted.

- E. **SPECIFIC REQUIREMENTS:** Proposal should be thorough and detailed as possible so that Worth County School District may properly evaluate the Providers' capabilities to provide the required services. Providers are required to submit completely the following items:
1. The return of a complete Request for Proposal, fully responsive as requested.
 2. A minimum of one (1) educational customer for whom the company is currently providing supportive management services of custodial production employees that are on the provider's payroll. Include the date(s) when service is performed, the business name, address, and the name and telephone of the Contract Administrator.
 3. Evidence of experience in providing supportive custodial management service of the size and scope as described herein; including but not limited to experience in school.
 4. Evidence of financial stability, please include your firm's last two annual reports.
 5. Ability to accomplish the following services:
 - a. Bus Shop must be cleaned 2 days of the week. This will include office areas and restrooms only.
 - b. Athletic facilities to be cleaned before each home event and throughout the school year. this will include the field house/restrooms.
 - c. All restrooms, offices, classrooms, gymnasiums, laboratories, dining rooms, auditoriums, locker/dressing rooms common areas must be cleaned daily, Monday through Friday. No kitchen work will be required, but employees must remove trash from dining rooms during breakfast and lunch. State in your proposal how you will perform this cleaning and be specific in listing exactly what your cleaning will encompass.
 - d. A cleaning plan for student holidays during the school year and for summer break.
 - e. Any events in the Worth County School system such as usage of gymnasiums, cafeteria, etc. are to be cleaned by the Provider only and may require initial cost.
 - f. Accomplish occasional request for setting up and taking down dining rooms, gymnasiums, etc., for special functions and occasional requests for unloading trucks which make delivers to schools (furniture, etc., but not

- food deliveries) without additional costs.
- g. Catwalks, porches, and outside walkways will be swept or blown daily and pressure cleaned a minimum of twice annually.
 - h. Outside of windows will be cleaned off a minimum of once annually.
 - i. Webs and insect nest will be cleaned off buildings as needed.
 - j. Litter (paper, cans, bottles, sticks etc.) will be picked up from campuses daily.
- 6. Evidence of a support organization sufficient to deliver the proposed services. Include a chart demonstrating the organization that would support your firm's proposed program.
 - 7. Any other pertinent information which demonstrates the provider's corporate capability to successfully perform management services.
 - 8. Indicate and identify those capabilities and resources produced within the contractor's organization versus those to be acquired through the use of third-party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing rationale used for utilizing these resources for the purposes of this contract.

IV. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA: Proposal shall be evaluated by the Worth County School District using the following criteria:

- 1. Program Quality/Ability to Perform
- 2. Performance Record
- 3. Additional Resources
- 4. Cost Effectiveness

B. EVALUATION PROCESS: (Specific criteria to be considered)

- 1. Program Quality/Ability to Perform: Criteria such as, but not limited to, the following will be considered: What type of support system does the company provide for its on-site management team? Will professional engineers be available within a reasonable period of time in the event they are needed for backup and technical assistance? How well does the program provide for a comprehensive employee development/ training program; and is it integrated into the program, as opposed to being available "as need?" How thoroughly does the program provide for written standards, procedures, schedules, and record keeping? To what degree does the program provide for a significant infusion of effort/resources during the start-up phase? How well will the

program provide and maintain required work histories and expense accumulation data? How thoroughly does the program provide for quality control of the work performed? How well does the Provider's management plan fit into the current department's organizational structure? Does the company have its own resource and development capabilities? If so, where are they located? Can they be visited? Does the program provide for custodial equipment to be upgraded on a planned basis? Does the company pass on expense of new or used equipment to the customer? Who is responsible for the gathering of the information necessary to implement the Computerized Management Program? How viable, comprehensive, and proven is the Computerized Management Program proposed?

2. Performance Record: How many customers does the firm provide supportive management service to? How many are educational customers? What is the retention rate for services provided? How long has the company been providing such services as outline in this Request for Proposal where employees are on the customer's payroll? How many references were provided? What assessment did references provide when contacted by Worth County School District? Was financial projection met?
3. Additional Resources: What additional resources can the company provide in areas outside of the primary areas of consideration? The firm must currently be providing these services to other customers.
4. Cost Effectiveness: How does the Provider's proposal compare to other submissions and to Worth County School System's current operating budget.

C. **AWARD OF CONTRACT:** Selection shall be made of one Provider deemed to be fully qualified and best suited among those submitting Proposal on the basis of the evaluation factors identified above. Negotiation shall be conducted with the Provider so select. Price shall be considered, but need not be the sole determining factor. Worth County School District may cancel this Request for Proposal, reject Proposal or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous. Should the Worth County School District determine in writing and in its sole discretion that only one Provider is fully qualified, or that one Provider is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Provider. The award document will be a contract incorporated by references, all the requirement, terms and conditions of this solicitation, and the Provider's management plan as negotiated.

V. GENERAL SPECIFICATIONS

A. PRIMARY AREAS OF RESPONSIBILITY: Provide administrative and technical direction to Worth County School District for the support of custodial functions. Such direction will include but not be limited to, the planning, organizing, coordination, direction, and training of custodial employees, to maintain the building and grounds in a condition acceptable to control cost of labor and materials; to provide all custodial equipment and cleaning supplies; provide a total employee training program; and maintain continuous availability of trained and experienced manager and technical support. The successful company shall provide an **on-site management team** to manage and direct the Management Plan program and daily report to the Administration regarding needs and progress.

Worth County School District shall retain the right to request of the successful company the replacement of any assigned manager (s) for whatever reason Worth County School District deems sufficient.

The successful company shall also provide technical and management support as requested by the Worth County School District.

VI. BUILDING MAINTENANCE MANAGEMENT SPECIFICATIONS

A. FUNCTIONAL SAFETY AND RISK MANAGEMENT:

1. Maintain on file documents and certification of compliance with the requirements of applicable local, Federal, and Fire Marshall laws and regulations.
2. Make recommendations to Administration to facilitate compliance with applicable building codes, fire preventions codes, State of Georgia and/or Federal Occupational Health and Safety Codes.
3. Maintain good safety practices within the departments and keep equipment, spaces, and work areas in tidy condition.
4. As requested, assist the Worth County School District in preparation of its external and internal disaster plan for the care of emergency casualties.

B. QUALITY CONTROL OF SERVICES: Provide the following quality/performance reviews:

1. Weekly facility inspections will be made by the Resident Manager(s). This inspection will be in the company of representative from the Administration at the Administration's discretion.
2. Records of work accomplished in the Department will be maintained for review by Worth County School District upon request.
3. It is agreed that the Worth County School District shall retain complete and final jurisdiction in all determinations of the quality of service provided by the Provider.

C. ADDITIONAL REQUESTS:

1. Fully developed training and in-service programs for all employees.
2. Written standards, procedures, schedules, daily journals, and other records required by regulating and accreting agencies and good business management and/or as may be required by Worth County School District.
3. Line and staff personnel available on a schedule and on-call basis, to provide effective quality technical support and consulting capabilities. All such support personnel will be on the Provider's payroll.

VII. CUSTODIAL MANAGEMENT SPECIFICATIONS

The Provider's custodial service for Worth County School District will provide service to all buildings. This invitation seeks total outsourcing of custodial service, effective July 1, 2024.

As a part of this program, the successful bidder shall provide all custodial chemicals and equipment. The equipment shall be in good condition and repair maintenance and replacement cost shall be included in the contract price. The Provider will also provide all toilet tissues, paper towels, plastic receptacle liners, and hand soap and other disposable supplies for all facilities including athletic events.

The successful bidder will provide a comprehensive general liability policy with limits of \$1,000,000 each for bodily injury and property damage. The Board will be held harmless for any and all claims arising from any negligence, international act, or omission of the vendor or its employees. The successful bidder will provide a copy of its general liability policy before July 1, 2024.

The vendor must comply with all statutes as an Equal Opportunity Employer. The initial contract period will be July 1, 2024 - June 30, 2027. Bidders must propose an initial bid price and contract renewal terms on the Price Quotation sheet herein.

Georgia Code 20-2-506 requires that any multi-year agreement "shall terminate absolutely and without further obligation on the part of the school system at the close of each succeeding fiscal year for which it may be renewed. The contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the obligation of the school system for the fiscal year of execution and shall further state total obligation which will be incurred in each fiscal year renewal term if renewed." Accordingly, bidders may propose a contract for July 1, 2024, and for each succeeding fiscal year through June 30, 2027, on the bid sheet contained in this document. During this multi-year period, the contract will renew automatically at the end of each contract year if the Board does not notify the vendor in writing of its non-renewal intent by June 1, of the same year.

This contract may also be voided by the Board should the Board fail to fund the expense in any fiscal year budget (July 1- June 30).

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not cured within ninety days after written notice.

The successful bidder will provide workers' compensation insurance for all its employees working in the school system. A copy of the policy must be provided by the successful bidder before July 1, 2024.

The contract will be required to provide a quality on-site manager to oversee the custodial services operation at the Worth County School District. The on-site manager must hold a valid State of Georgia Pesticide license.

Bidders must give all employees of the current custodial staff first consideration when selecting its staff.

Bidder must describe their total employee benefit package, including employee cost for insurance plans, and retirement plans and benefits of these plans.

Bidders must describe their employee incentive program for custodians, such as recognition for work, birthdays, promotion, opportunities, etc.

Bidders are required to do a criminal and driving record background check of all employees on the contractor's payroll working at the Worth County School District. Worth County administrators are to review all background checks prior to employment.

Bidders are required to ensure someone from the custodial staff is available at each school between the hours of 7:30 AM to 3:30 PM.

Provide all management and technical personnel on the Provider's payroll as may be required to efficiently assist in the cleaning/custodial service.

Assist in training, management, and direction of all custodial personnel in the performance of their respective custodial duties.

Provide the necessary supplies and equipment for the custodians to use for proper performance of their duties as part of the custodial program.

Provide and maintain training equipment, videos, literature, daily work schedules, project schedules, and training manuals to be used in the training of custodial personnel.

Specific cleaning duties to be performed during student holidays/breaks at reduced hours.

Included is a copy of the school calendar for the 2024-2025 school year. Calendars are subject to change each year.

WORTH COUNTY SCHOOL DISTRICT BID SHEET

Bidder's price quotation for custodial services (Form must be completed and included in contractor's proposal). Bid deadline **May 1, 2024 by 12 pm.**

1. Total price Custodial Service for
July 1, 2024 - June 30, 2025 \$ _____

2. Total price Custodial Service for
July 1, 2025-June 30, 2026 \$ _____

3. Total price Custodial Service for
July 1, 2026 -June 30, 2027 \$ _____

Name of Company _____

Address _____

Telephone _____

Fax Number _____

Signature of Authorized _____

Company Representative _____

Date _____