RFP for Custodial Services at Charles F. Hard Elementary

BCS-2026-100

The Bessemer City Board of Education will accept sealed bids for ***Custodial Services at Charles F. Hard Elementary.*** *All respondents are required to submit 3 (three) copies of their bid.*

SEALED BIDS WILL BE RECEIVED BY THE FINANCE DEPARTMENT LOCATED AT BESSEMER CITY BOARD OF EDUCATION, 1621 5TH AVENUE NORTH, BESSEMER, AL 35020 UNTIL [DATE/TIME]. ***All envelopes (inside & outside) MUST be labeled whether mailed or hand-delivered with bid number to:***

BCS-2026-100
Custodial Services at Charles F. Hard Elementary School
Bessemer Board of Education
ATTN: Crystal Billingsley, Briggs
1621 5th Avenue North, Bessemer, AL 35020

The full copy of the bid proposal can be found at
https://www.bessk12.org/departments/business-and-accounting/bids

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDER TO MAKE CERTAIN THAT THE BIDS ARE RECEIVED IN THE FINANCE DEPARTMENT ON/BEFORE ***December 18, 2025, no later than 12:30 p.m. ANY BIDS RECEIVED AFTER THE DESIGNATED DATE AND TIME WILL NOT BE CONSIDERED.*** *BIDDER MUST USE THIS FORM AND RETURN IN ITS ENTIRETY.*

Activity	*Date*
RFP Posted	*November 25, 2025*
Proposals Due	*December 18, 2025 no later than 12:30 p.m.*
Bid Opening	*TBD*
School Board Meeting	*TBD*
Commencement of Services	*TBD*

For further information, related to the bid process, you should contact Mr. Reginald Mitchell, Director of Maintenance, by phone at 205-432-3901 or email at rmitchell@bessk12.org.

BESSEMER CITY BOARD OF EDUCATION

REQUEST FOR PROPOSAL (RFP)
BCS-2026-100

For
Custodial Services at Charles F. Hard Elementary

Due:

December 18, 2025 - 12:30 p.m.

Submit Proposals to:

Crystal Billingsley-Briggs
Chief School Financial Officer
Bessemer Board of Education
Office of Business Affairs and Finance
1621 Fifth Avenue North
Post Office Box 1230
Bessemer, Alabama 35021
Phone: 205.432.3029 Fax: 205.432.3085
Email: cbbriggs@bessk12.org

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SECTION I – GENERAL INFORMATION

I-1 *Request for Proposal (RFP)*

a) *In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, the Bessemer City School District (District) will receive sealed bids/proposals in the Business Office of the Central Office Building for* ***custodial services at Charles F. Hard elementary school****. The District reserves the following rights:*

   i. *To appoint or authorize a person or persons to evaluate bids/proposals, and act and make decisions on matters pertaining to bids.*

   ii. *To reject any and/or all bids/proposals of any groups thereof and waive any formalities.*

b) *Proposals shall be placed in a sealed envelope with "Bid#_2026-100_____" Custodial Services – Charles F. Hard, by December 18, 2025 by12:30 p.m." clearly marked on the outside of the envelope. Any notations appearing on the outside of the sealed bid/proposal envelope that are intended to amend the bid/proposal in any manner will not be considered.*

c) *The bids/proposals will be opened in the Board of Education Conference Room, 1621 5th Avenue N, Bessemer, Alabama 35021 on* ***TBD****. All bids/proposals shall be submitted to this address on or before the above date and time.*

d) *The proposal will be for a 2-year contract with a third year upon satisfactory service. Your bid must include a deep clean, stripping all floors and applying 4-6 coats of wax throughout the building during the months of June and July.*

e) *Include proposal bid for two-day porters, 1 male and 1 female.* ***The 4-month addendum is for night cleaning ONLY and will NOT have a day porter.***

I-2 *Schedule of Request for Proposed Events*

Activity	*Date*
RFP Issued	*November 25, 2025*
Deadlines for Inquiries	*December 15, 2025*
****Mandatory Site Visit at 4:00 p.m.***	***December 10, 2025***
Proposals Due by 12:30 p.m.	***December 18, 2025***
School Board Approval (projected)	*TBD*
Commencement of Services (projected)	*June 1, 2026*

Dates are approximate and subject to change.

**All bidders must attend the mandatory site visit on December 10, 2025. You are to meet Reginald Mitchell, Director of Maintenance and Facilities at 12:30 p.m. at Charles F. Hard library, 2801 Arlington Avenue, Bessemer, Alabama 35020. If you do not sign in, your proposal will not be considered.*

I-3 *Official Contact*

Questions regarding this RFP must be labeled "Custodial Services for Charles F. Hard elementary school" and directed to Reginald Mitchell and Crystal Billingsley-Briggs:

Reginald Mitchell
Director of Maintenance and Facilities
Bessemer Board of Education
Maintenance Department
1621 Fifth Avenue North
Post Office Box 1230
Bessemer, Alabama 35021
205.432.3900 Cell: 205.438.1664
Fax: 205.432.3903
Email: rmitchell@bessk12.org

Crystal Billingsley-Briggs
Chief School Financial Officer
Bessemer Board of Education
Office of Business Affairs and Finance
1621 Fifth Avenue North
Post Office Box 1230
Bessemer, Alabama 35021
205.432.3029
Fax: 205.432.3085
Email: cbbriggs@bessk12.org

I-4 *Proposal Due Date*

One (1) original of the proposal must be delivered no later than December 18, 2025, 12:30 p.m. to:

Crystal Billingsley-Briggs
Chief School Financial Officer
Bessemer Board of Education
Office of Business Affairs and Finance
1621 Fifth Avenue North
Post Office Box 1230
Bessemer, Alabama 35021
Phone: 205.432.3029 Fax: 205.432.3085
Email: cbbriggs@bessk12.org

Proposals must be sealed and clearly addressed and marked with "PROPOSAL FOR CUSTODIAL SERVICES". Late proposals will be kept by Bessemer City Schools (BCS), but will not be considered for award. BCS will not consider for award any proposals submitted via facsimile, email, or other forms of electronic submission.

I-5 *Proposal Withdrawal*

Any proposal may be withdrawn at any time before the "Proposal Due" date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly-authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-6 *Solicitation Protest*

A proposer may protest or request a change of a solicitation provision, evaluation criterion, scope of work, specification, or contract term no later than seven (7)

calendar days prior to the proposal due date. No protest of or request to change a solicitation provision, evaluation criterion, scope of work, specification, or a contract term, or a protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification, or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit BCS. BCS shall consider the protest or request for change and may reject the protest or request for change, issue an addendum, or cancel the RFP. The protest must be submitted to BCS at the following address:

Crystal Billingsley-Briggs
Chief School Financial Officer
Bessemer Board of Education
Office of Business Affairs and Finance
1621 Fifth Avenue North
Post Office Box 1230
Bessemer, Alabama 35021

I-7 Addenda

BCS may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued and posted on the BCS website (www.bessk12.org) on the front page under the "Bids" tab in the "Business and Accounting" section. Addenda will be numbered consecutively. Only through a written addendum may BCS modify the RFP. Any other modifications (verbal or otherwise) to the RFP specifications shall not be binding upon BCS. It is the sole responsibility of proposers to check the BCS website for any addenda BCS may issue.

I-8 Cancellation, Delay, Suspension of Solicitation; or Rejection of Proposals

BCS may delay, or suspend this solicitation if doing so is in the best interest of BCS as determined by BCS. BCS may reject any or all proposals (in whole or in part), if doing so is in the best interest of BCS as determined by BCS.

I-9 Irregularities

BCS reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

I-10 Selection Process Generally

This RFP is not an offer to contract, but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract or agreement. ***Bessemer City Schools reserves the right to reject any or all proposals and solicit additional proposals if that is determined to be in the best interest of Bessemer City Schools.***

I-11 Incurred Costs

BCS is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

I-12 Ownership of Documents

Any material submitted by a proposer shall become the property of BCS. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

I-13 Confidentiality of Information

All information and data furnished to the Proposer by BCS and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to BCS. Any oral or written disclosure to unauthorized individuals is prohibited.

I-14 Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

I-15 Equal Opportunity Policy for Vendors

Bessemer City Schools requires all proposers to comply with equal opportunity policies. Bessemer City Schools' programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

SECTION II – PROPOSALS

II-1 Proposal Submittal

i. *Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.*

ii. *All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the Proposal Content list below.*

II-2 Proposal Content

The proposal must provide the following information in the following sequence:

1. *Title Page*
2. *Letter of Transmittal*
3. *Table of Contents*
4. *A completed Certification Statement (Exhibit V-1) with proposal*
5. *Executive Summary highlighting the firm's proposal. The complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their respective telephone numbers and email addresses*
6. *Company Background including:*
    a. *How long the person or company has been in business?*
    b. *A brief description of the company's size and organization*
    c. *Number of support personnel.* ***Vendor must be in compliance with E-verify requirements****. Documents must be signed and returned with bid package.*
    d. *A list of any sub-proposers the firm proposes to use*
7. *A letter on company letterhead authorizing an official of the firm to negotiate a transaction with BCS.*
8. *Certificate of Insurance and Certificate of Licensure*
    a. ***Evidence of liability and worker's compensation insurance*** *shall be provided. Bessemer City Schools must be listed as an "Additional Insured" upon contract signing. Following is a list of insurance requirements that must be met, or the bid will be considered incomplete and therefore rejected:*
        i. *Commercial General Liability in an amount of $1,000,000 per occurrence with $2,000,000 aggregate.*
        ii. *Worker's Compensation and Employer's Liability Insurance.*
            1) *Worker's Compensation to meet statutory State of Alabama requirements. Policy shall include a waiver of subrogation if favor of Bessemer City Public School District.*

2) *Employer's Liability Insurance in an amount of $100,000 each accident; $500,000 disease policy limit; $100,000 disease per employee.*

b. *All bidders must be licensed to do business in the City of Bessemer and shall provide a copy of your* ***City of Bessemer business license****, or apply for one prior to beginning the job.*

9. *List of four (4) references including: name, phone number, address, and email address. The proposer shall include a complete References list of commercial account references that the proposer has been providing services to for a minimum of two years.*

SECTION III – EVALUATION/SELECTION OF PROPOSALS

III-1 *Evaluation Criteria*

BCS will evaluate vendors on their ability to provide the services including the overall cost for said services. All proposal prices are to be firm for ninety (90) days. BCS reserves the right to contact references other than and/or in addition to those furnished by a vendor.

The BCS will convene a three (3) member evaluation committee to evaluate the bid which is most advantageous to BCS. Each person will evaluate the information provided by the bidders and other information available to BCS.
Using a total 100-point scale, each evaluator will rate and grade the bidders on the following factors:

1. Quality of Products and Equipment – Maximum 20 points. When scoring this factor, the evaluators may consider the quality of products used, including, but not limited to factors such as the ability to combat Covid-19 issues, aroma, environmental impact, durability, etc.

2. Quality of Service – Maximum 25 points. When scoring this factor, the evaluators will consider the quality of service given to all school boards, including the quality of previous service rendered to BCS if any of the bidders have previously served BCS.

3. Ability to Supply – Maximum 25 points. Here the bidders are graded on their resources and ability they have to supply BCS with appropriate coverage for provision of janitorial services. The evaluators will provide higher scoring for those bidders that can demonstrate that they already have the necessary resources to provide the services requested as opposed to those that would need to seek hires not already employed.

4. Price – Maximum 30 points. The lowest bidder will receive 30 points for the price factor, unless it is determined that the low bid is unreasonably low or that the bidder could not provide the requested services for the price quoted. In the event that any bid is determined to be unreasonably low by two of the three evaluators, then that bid would be deemed rejected and the 30-point score would be given to the next lowest bidder. The other bidders would be scored in relation to the percentage that their respective bid exceeds the lowest bid, and deductions from the Maximum 30 points would be made as to each of them based

on that percentage. For example, if the second lowest bidder's bid is 10% more than the lowest bid, the score of the second lowest bidder would be reduced from 30 by 10% (i.e. Maximum 30 points -3 points = 27 points).

5. Recent Positive Service- BONUS 5 points. A bonus 5 points will be awarded to any bidder that has rendered satisfactory service in the bid area within the last three (3) years.

III-2 Selection Process

i. *At its discretion, Bessemer City Schools may require proposers to provide a demonstration of products and equipment used. These demonstrations provide an opportunity for the proposers to clarify their proposal for BCS. All such demonstrations will be scheduled by BCS. Representatives of BCS may choose to visit client references to observe the work of vendor.*

ii. *The award/recognition sequence will be based on a selection of the most advantageous regarding price; quality of services; the vendors' qualifications, experience, and capabilities to provide the specified service; equipment; references; and other factors which Bessemer City Schools may consider.*

iii. *Each proposal will be evaluated by the appropriate assigned staff. If necessary, three (3) vendors will be placed on a "short list" and may be asked to come in for an interview. The vendors that are selected to come in for an interview may be asked to submit additional information. BCS reserves the right to ask for clarification on additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, BCS reserves the right to terminate this process and begin again or to choose from the admissions.*

iv. *It is the full intent (assuming that satisfactory proposals are received) to award a contract. If an award is made, it will be for a 2-year period with a third year option upon satisfactory service beginning June 1, 2026 and ending May 30, 2029.*

III-3 Clarifications

BCS reserves the right to seek clarification of each proposal submitted. BCS also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

III-4 Award

i. *Once the proposals are opened, Bessemer City Schools will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. BCS will be the sole judge in evaluation considerations and may make an award to vendor(s) who submit the proposal judged by BCS to be the most advantageous. A recommendation as to which system best meets the interests of BCS (as determined by the Superintendent) will be presented to the Bessemer City School Board. The award will only be to the responsible proposer(s) qualified by experience to perform the services specified herein and in consideration of the best interests of BCS.*

ii. *BCS reserves the right to reject any or all proposals in whole or in part and is not necessarily bound to accept the lowest price, but instead will accept and award to the proposal that is most responsible and best suites BCS. BCS reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular, and preference will be given to local vendors.*

III-5 *All proposals submitted shall be valid for a period of ninety (90) calendar days from the date of the proposal opening.*

III-6 *Notice of Intent to Award, Term and Renewal, and Basis of Payment*

i. *Upon completion of the evaluation process, the Superintendent, or his designee will advise the proposers of the number one selection of BCS.*

ii. *The term of the Contract shall be for two (2) years with a third year option upon satisfactory service, unless earlier terminated. The Contract may be terminated at any time by either party with a ninety (90) day written notice. The contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement, or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.*

iii. *Invoices are to be furnished for each month no later than the fifth (5^{th}) working day of the following month. The cutoff on the invoice must be made to include the week ending closest to the end of the month. Payment will be made to the Contractor within thirty (30) days upon receiving the contractor's monthly invoice and after approval by the CSFO. The invoice shall state the date the service was performed and the amount for the building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.*

SECTION IV – SCOPE OF WORK

IV-1 *Specifications*

The specifications outline the requirements for custodial services for one (1) school in the Bessemer City Schools system.

A walkthrough will be scheduled by the Facilities Director to view the buildings beforehand (see I-2).

IV-2 *Buildings List*

Charles F. Hard, 2801 Arlington Avenue Bessemer, AL 35020

Custodial services are to be provided in the following areas of the building covered under the Contract: Entryways, main hallway, all classrooms, the library restrooms, teacher lounges/workrooms, entire office area, locker rooms, dressing rooms, and the gymnasium The cafeteria is not included in the buildings list.

IV-3 Responsibilities of the Contractor

A. *The Contractor is to provide daily custodial services at Charles F. Hard elementary in the Bessemer Public School District, located in Bessemer, Alabama. This service is to be provided by competent and skilled persons to ensure that the quality and performance of services provided meet the terms and conditions of the Contract. Contractor shall designate a supervisor who will be instructed to check the quality of services provided by Contractor's employees performing under the Contract.*

B. *Contractor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required to fulfill all requirements of the Contract. The District will provide all expendable supplies (i.e. toilet paper, paper towels, hand soap, and trash liners).*

C. *The procurement and maintenance of all equipment required for the successful execution of this Contract shall be the Contractor's responsibility. The District will provide locked storage spaces; however, any losses which may be incurred due to theft and/or vandalism are the sole responsibility of Contractor. The District will not be responsible for any such losses.*

D. *All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements, including any compliance requirements of state and federal statutes. Material Safety Data Sheets (MSDS) will be maintained on each jobsite for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.*

E. *Contractor shall not allow any unauthorized person (children, friends, or anyone else not authorized by the District) in school buildings, and is specifically required to ensure that the following are NOT allowed on the premises:*
   1. *Children under the age of eighteen (18)*
   2. *Adults not employed by Contractor*
   3. *Pets*
   4. *Smoking*
   5. *Drugs*
   6. *Alcohol*
   7. *Fighting*
   8. *Guns*
   9. *Knives or other dangerous weapons*

F. ***Contractor shall provide for 4-5 adult workers to be on site at all times (inclusive of the on-site supervisor). Failure to comply will be grounds for termination.***

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

H. *Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by Contractor. The personnel shall be neat and clean in appearance. Some form of identification should be worn at all times (i.e. name tags, company shirts, or attire).*

I. *Contractor shall perform the following personnel-related duties:*

1. *Contractor shall use reasonable efforts to employ only persons skilled in the performance of custodial services.*
2. *Contractor shall screen each employee by requiring reasonable satisfactory character references before hiring.*
3. *Contractor shall direct employees to be neatly attired during the performance of the services covered by the Contract.*
4. *Contractor shall comply with and inform employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA).*
5. *Contractor shall comply with the Immigration Reform and Control Act of 1986 and any other state laws concerning immigration.*
6. *Contractor will be responsible for bodily injury and/or property damage caused as a result of services provided.*
7. *Contractor will be responsible for loss of District assets, including keys, due to a failure to take proper security measures such as locking doors upon departure from buildings.*
8. *Contractor is responsible for training employees in security requirements of Bessemer City School District.*
9. *Contractor is responsible for safeguarding against loss, theft, and/or damage of District property, material, equipment, and/or accessories which might be exposed to Contractor's personnel.*
10. *Contractor shall be responsible for the repair/replacement (to the satisfaction of the District representative) of any damage to the facility caused by any employee of the Contractor.*

J. *Contractor shall provide extensive custodial services each night the facility closes (i.e. mopping, buffing floors, cleaning walls, etc.) to ensure that when the facility reopens the following business day, the facility is in top notch shape. Contractor can access the facility by 5:00 p.m. for custodial services and must be out of the facility by 12:00 midnight.*

K. *When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a chargeback of $15.00 per hour from the time the District's on-call person leaves home until he returns home from securing the building.*

L. *Upon completion of work each night, Contractor shall ensure that lights are turned off (except those designated by the supervisor to be left on), doors are locked, premises are secured, and everything is left in a neat and orderly condition.*

M. *Key control. Contractor shall be fully responsible for the security and proper use of the keys, key cards, or other entry devices and/or codes provided, and shall adequately secure those items. Any such item which becomes lost, missing, or stolen shall be immediately reported by Contractor. Should Contract lose or have stolen any keys issued, the cost of changing locks and/or keys to the buildings, rooms, or areas accessible by the lost or stolen keys and any additional cost resulting due to loss of keys will be deducted from Contractor's invoice for work performed under this Contract. This also pertains to cancellation of a service when the keys are not turned in within 24 hours.*

N. *Each calendar year, BCS posts the holidays it will observe and be closed. If a quarterly cleaning (i.e. stripping floors, washing windows, conditioning wood or other like material, etc.) falls on an observed holiday, Contractor is permitted to perform said cleaning on the next available business day. Provided said cleaning must be finished in a manner so that occupation of the facility is permitted the following day. Should any extensive cleaning occur that has extensive fumes or other hazardous gases, Contractor is expected to perform this cleaning on the weekend so as to allow for the necessary time for appropriate ventilation.*

O. *Contractor shall promptly report to the Hard elementary principal any damaged facilities and/or broken items that need to be replaced so as to not be held accountable weekly.*

P. *Contractor is tasked with the proper maintenance and care of the cleanliness of the facility. Should any damage be noticed by you, the Contractor, you are to immediately notify BCS? This includes if you witness any accident or other issue that you believe to be an issue. The expectation for the Contractor is to keep the facility in top notch shape.*

Q. *It is imperative that Contractor attends the mandatory site visit and completes a thorough and complete examination of the facilities prior to submitting a bid, so as to gather the insight needed to provide an appropriate quote. Failure of Contractor to completely familiarize himself with the building conditions and requirements to submitting the proposal will not relieve the proposer of the responsibility in meeting the specifications of the Contract. A properly signed and dated verification of your attendance of the mandatory site visit has to be submitted with your proposal. By submitting the verification form, Contractor is indicating a full understanding of the conditions of the buildings and the cleaning required to do a satisfactory job. At any location where additions are being made to the building, bids should show quote for the current office state and a quote including the addition.*

R. *Inspection of Services. Labor, materials, and supplies furnished by Contractor shall be subject to inspection at any time. As the Contractor, you are expected to ensure performance to standard through your quality control system. The District shall notify Contractor of any objections it has to the service performed within five (5) days after the date such services in question were performed. Contractor shall have the right to improve said services within five (5) days from the date of the District's notice to conform to the District's desires as specified in said notice*

without being in default. Failure of the District to give notice in writing objecting to Contractor's performance hereunder shall constitute acceptance of Contractor's performance and the District shall have no right to withhold payments of any amounts hereunder for the past failure to perform on the part of Contractor. If notice is given and Contractor fails to perform, the District has the right to withhold monthly payment until such time as proper service is performed. If Contractor fails to perform, Contractor will be considered in breach of contract and the Contract will be voided.

S. *The following cleaning instructions are outlined by building, cleaning location within the building, and a cleaning schedule. This list is not an exhaustive list and is meant to be a guide in formulating your bid. Any additions or deletions should be noted.* **Provide in your proposal the following:**

1. **Price per unit and extended price for any supplies**.
   a. *All prices shall be delivered prices. BCS is exempt from sales tax.*
   b. *All bidders shall base their proposals on the exact schedule of materials, services, and/or equipment specified in their proposals.*

Entryways/Main Lobby Area

2. *A daily cleaning schedule*
3. *A weekly cleaning schedule*
4. *A monthly cleaning schedule*
5. *A quarterly cleaning schedule*
6. *A Christmas break cleaning schedule*

If there are additions, please note them also in your quote. Please note as follows:

Daily

1. *Empty all trash receptacles and return them to their original locations, replace liners as needed, and remove trash to a collection point. Client will furnish trash receptacle liners.*
2. *Squeegee both sides of glass doors and/or partitions, removing prints and smudges; wipe frames.*
3. *Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.*
4. *Clean drinking fountains and/or water coolers, removing watermarks and splashes on sides, front, and surrounding walls.*
5. *Vacuum walk-off mats and traffic lanes.*
6. *Spot treat soiled carpet areas.*
7. *Dust mop hard surface floors.*
8. *Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.*

Weekly

1. *Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.*
2. *Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.*

3. *Complete all high dusting, including exhaust fans and air ventilators within reach.*

Quarterly

1. *Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides.*
2. *Damp wipe all window/glass frames (weather permitting).*
3. *Dust horizontal blinds.*

General Offices/Classrooms/Library

Daily

1. *Empty all trash receptacles and return them to their original locations, replace liners as needed, and remove trash to a collection point. Client will furnish trash receptacle liners.*
2. *Squeegee both sides of glass doors and/or partitions, removing prints and smudges; wipe frames.*
3. *Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, desks, chairs, office furniture and all manner of furnishings. All chairs are to be returned to original positions to maintain an overall orderly and neat appearance.*
4. *Wipe down desks and office furniture if desk is reasonably clear of work papers and items. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. NOTE: Handling of desktop personal effects (such as vases and other decorations) will be kept to a minimum. Glass-top desks will be damp wiped and polished.*
5. *Clean all boards and trays with clean water only.*
6. *Clean student desks and/or tables.*
7. *Dust computer surfaces.*
8. *Clean water coolers, removing watermarks and splashes on sides, front, and surrounding walls.*
9. *Vacuum walk-off mats and traffic lanes.*
10. *Spot treat soiled carpet areas.*
11. *Dust mop hard surface floors with chemically-treated dust mops. Spot mop spills and stains.*
12. *Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.*
13. *Spot clean as needed: Wall surfaces around light switches, handrails, doorknobs, and other heavy traffic areas.*

Weekly

1. *Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.*
2. *Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.*
3. *Complete all high dusting, including exhaust fans and air ventilators within reach.*
4. *Buff floors to maintain a high-gloss appearance.*

Monthly

1. *All hard surface floors will be burnished.*

Quarterly

1. *Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides.*
2. *Damp wipe all window/glass frames (weather permitting).*
3. *Dust horizontal blinds.*

<u>Restrooms/Locker Rooms/Gymnasium/Auditorium/Concession Stand</u>
Daily

1. *Empty all trash receptacles, wipe them inside and out, and return them to their original locations, replace liners as needed, and remove trash to a collection point. Client will furnish trash receptacle liners.*
2. *Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.*
3. *Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. Client will furnish supplies.*
4. *Squeegee both sides of glass doors and/or partitions, removing prints and smudges; wipe frames.*
5. *Spot wipe walls, light switches, and doors; removing fingerprints, smudges, and spills.*
6. *Toilets and urinals are to be cleaned and sanitized inside and outside with an acceptable non-pungent germicidal disinfectant solution. Polish bright work.*
7. *Toilet seats are to be wiped clean on both sides.*
8. *Scour and sanitize all basins. Polish bright work.*
9. *Thoroughly dust all horizontal and vertical surfaces, including top of mirrors, frames, partitions, windowsills, ledges, and moldings. Clean and polish mirrors.*
10. *Remove splash marks and soap runs from walls around basins.*
11. *Sweep and dust mop hard surface floor, taking care to get into corners, and along edges.*
12. *Report any restroom repairs needed to the school principal.*
13. *Dust gymnasium floors with dust mop daily.*
14. *Pick up and remove trash throughout the day.*
15. *Dust mop auditorium stage and vacuum where needed.*
16. *Remove all trash and debris from underneath bleachers daily.*
17. *Damp wipe countertops.*
18. *Clean and sanitize sink.*
19. *Damp wipe countertops*
20. *Clean and sanitize sink*
21. *Spot clean cabinets and exterior of appliances to present a neat appearance.*
22. *Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.*

Weekly

1. *Wipe all restroom partitions on both sides*
2. *Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.*

3. *Pour fresh water down floor drains to refresh water in sewer line.*
4. *Complete all high dusting, including exhaust fans and air ventilators within reach.*

Quarterly
1. *Thoroughly wash windows (interior and exterior).*
2. *Damp wipe all window/glass frames (weather permitting).*
3. *Thoroughly scrub and rinse ceramic floors.*

Teacher Lounge/Workroom
Daily
1. *Empty all trash receptacles and return them to their original locations, replace liners as needed, and remove trash to a collection point. Client will furnish trash receptacle liners.*
2. *Wipe clean fronts, tops, and sides of trash receptacles.*
3. *Stock and wipe/polish dispensers as needed. Client will furnish supplies.*
4. *Damp wipe countertops.*
5. *Clean and sanitize sink.*
6. *Spot clean cabinets and exterior of appliances to present a neat appearance.*
7. *Dust mop hard surface floors.*
8. *Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.*
9. *Squeegee both sides of glass doors and/or partitions, removing prints and smudges; wipe frames.*
10. *Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.*
11. *Wipe down desks, workspaces, and office furniture.*
12. *Clean water coolers, removing watermarks and splashes on sides, front, and surrounding walls.*
13. *Vacuum carpeted areas.*
14. *Spot treat soiled carpet areas.*

Weekly
1. *Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.*
2. *Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.*
3. *Complete all high dusting, including exhaust fans and air ventilators within reach.*

Quarterly
1. *Thoroughly wash windows (interior and exterior) and partition glass on both sides.*
2. *Damp wipe all window/glass frames (weather permitting).*
3. *Dust horizontal blinds.*

Christmas Break Cleaning

1. *Tile: All composition floors in hallways will be scrubbed and re-coated with three coats of floor finish.*
2. *Classrooms: All classrooms will be detail cleaned to include:*
   a) *All low and high dusting*
   b) *All waste receptacles will be washed and disinfected*
   c) *Whiteboards will be cleaned.*
3. *Offices/Lounges: All high and low dusting will be done. All waste receptacles will be disinfected and cleaned.*
4. *Restrooms: All walls, fixtures, and partitions will be fully detailed and disinfected.*
5. *Locker Rooms: All lockers will be cleaned and wiped out.*
6. *Entrances: All entrance areas will be detail cleaned, and entrance glass will be cleaned.*
7. *Floors: Carpeted floors will be thoroughly vacuumed. Hard surface areas will be dust mopped and damp mopped.*
8. *Entrance Mats: Fabric-coated entrance mats will be vacuumed. Rubber or vinyl mats will be swept or brushed as the situation warrants.*

CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

A. *Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.*

B. *Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with BCS.*

C. *Proposal provides a bid of $_____ monthly for custodial services (including personnel and the cost per unit provided. Note if you are including a minimum amount of supplies by attaching an addendum A: "Bid Cost Explanation" with up to a certain amount included and the rest at cost.*

D. *Proposer's Federal Taxpayer Identification number: _____*

E. *The proposer certifies that this proposal has been arrived at independently, and has been submitted without collusion designed to limit independent bidding to competition.*

F. *The proposer certifies that it has received any addenda BCS may have issued and has accounted for such addenda in its proposal.*

_____

Proposer's Signature *Date*

_____

Print Name & Title

This certification statement must be signed and submitted with the proposal.

REFERENCES OF CURRENT CUSTOMERS

Not required by those currently providing services to Bessemer City Schools

1. *Customer* _____

   Contact Name and Number _____

2. *Customer* _____

   Contact Name and Number _____

3. *Customer* _____

   Contact Name and Number _____

4. *Customer* _____

   Contact Name and Number _____

Proposer's Information:

Name of Company _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Contact Person _____ *Phone* _____

Do you accept payment by credit card?Yes No

By signing this document, you are confirming that you meet all the requirements listed and will provide the services/supplies as shown in your proposal.

_____ _____

Signature *Date* *Printed Name*

VERIFICATION OF ATTENDANCE AT MANDATORY SITE VISIT

Proposer's Information:

Name of Company _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Contact Person _____ *Phone* _____

This document verifies that the proposer has met the requirement of attending the mandatory site visit.

_____ _____

BCS Representative's Signature Date *Printed Name*

PROPOSAL AGREEMENT

Custodial services at Charles F. Hard Elementary School

I/We have examined the conditions/specifications outlined in your Request for Proposal (RFP) and agree to provide the services according to your conditions/specifications and instructions at the indicated prices. I/We, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of a Proposal, Conditions/Specifications, Certification Statement, References, Mandatory Site Visit Verification Form, Bid/Proposal Summary Sheets, Insurance Documentation, Business License, and any other required documentation to present a complete proposal. I/We understand that a company officer's signature is required on each form and unless this has been done, our bid/proposal may be considered incomplete, and therefore rejected.

Annual Price: $_____ for a 12-month period beginning June 1, 2026.

Note: Please ensure that your price is an ANNUAL price and includes 2 day porters.

This price is based on $_____ per square foot of 79,650.

Name of Company _____

Address _____

City, State, Zip _____

Email _____

Phone _____

_____ _____

Proposer's Representative's Signature *Date*

_____ _____

Printed Name *Title*

_____ _____

Phone *Cell Phone*

_____

Email Address

Please note: The bids/proposals will be evaluated based on the price, equipment, capacity, and references of the proposer. One vendor will be awarded the entire bid.

ADDENDUM
PROPOSAL AGREEMENT
Custodial services at Charles F. Hard Elementary School

I/We have examined the conditions/specifications outlined in your Request for Proposal (RFP) and agree to provide the services according to your conditions/specifications and instructions at the indicated prices. I/We, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of a Proposal, Conditions/Specifications, Certification Statement, References, Mandatory Site Visit Verification Form, Bid/Proposal Summary Sheets, Insurance Documentation, Business License, and any other required documentation to present a complete proposal. I/We understand that a company officer's signature is required on each form and unless this has been done, our bid/proposal may be considered incomplete, and therefore rejected.

*Monthly Price: $_____ for a **4-month** period beginning*

February 1, 2026 and ending on May 30, 2026.

This price is based on $_____ per square foot of 73,119
*(**Gymnasium excluded**)*

Name of Company _____

Address _____

City, State, Zip _____

Email _____

Phone _____

_____ _____
Proposer's Representative's Signature *Date*

_____ _____
Printed Name *Title*

_____ _____
Phone *Cell Phone*

_____
Email Address

Please note: The bids/proposals will be evaluated based on the price, equipment, capacity, and references of the proposer. One vendor will be awarded the entire bid.