

# **Request for Proposal by Sealed Bid**

## **Facilities Services: Custodial, Maintenance, and Grounds**

Gateway College Preparatory School  
3360 Westinghouse Road  
Georgetown, TX 78626

Prepared by:

Gateway College Preparatory School  
Attn: Shelley Williams

[shelley.williams@orendaeducation.org](mailto:shelley.williams@orendaeducation.org)

## STATEMENT OF PURPOSE

Gateway College Preparatory School, is a part of the Orenda Charter School District, and the Orenda Education 501(c)(3) Charter Holder. Gateway College Preparatory School is a K-12 public charter school located at 3360 Westinghouse Road in Georgetown, Texas. This location is in need of facility services that include custodial, grounds maintenance, and facility maintenance needs; therefore, the school is accepting sealed bid proposals in response to this Request of Proposal. The objective of this RFP is to locate a source that will provide the best overall value to Gateway College Preparatory School. While price is a significant factor, other criteria will form the basis of our award decisions, and are more fully described below

Partial bids are permitted (such as a vendor that can only provide cleaning services). The school district reserves the right to make awards to multiple vendors or a single vendor, whichever is in their best interest.

## RFP Sealed Bid Process

Schedule and Deadlines: Gateway College Preparatory School anticipates the submission, review, and evaluation process for this procurement will take place according to the following schedule:

Publication of Sealed Bid RFP	April 17, 2026
On-Site Walkthrough	May 5, 2026 at 4:30 pm
Due Date for Bidder Questions	May 11, 2026
Response to Bidder Questions	May 14, 2026
Sealed Proposal Due Date if Not on Site	May 18, 2026 by 1:00 PM Orenda Education (District Office) 2951 Williams Drive Georgetown, TX 78626
Seal Proposal Due Date Attending	May 19, 2026 by 3:30 PM Orenda Education (District Office) 2951 Williams Drive Georgetown, TX 78626
Notification of Award	May 22, 2026
Contract Start Date	August 1, 2026

**On-Site Walkthrough:** 3360 Westinghouse Rd. Georgetown, TX 78626 at 4:30 PM, Tuesday, May 5, 2026.

**Bid Structure:**

The district is issuing this bid process as a competitive sealed bid in accordance with 2 CFR 200.320(b). Vendors shall submit pricing using the chart provided below. Pricing must include all labor, materials, equipment, supervision, and overhead necessary to provide the services described.

**Vendor Responsibilities:**

The vendor is expected to be a knowledgeable service provider capable of providing all equipment and services required to meet the needs of Gateway College Preparatory School. Should this sealed bid process not specifically identify all components necessary for the intended services to be provided, the vendor should identify such components in its bid.

**Evaluation of Proposals:**

Contract award will be based upon a comprehensive review and analysis of the proposals that best meet the needs of Gateway College Preparatory School. The following criteria will be used in the selection decision:

Criteria	Score Weight
Scope of Services: custodial, maintenance, and Ground maintenance as a monthly fixed price	30 points
References, Staff Vetting, and Training	15 points
Equipment and Supplies	25 points
Prices and Rates for Services	30 points

**Incurred Costs:** Gateway College Preparatory School is not liable for any costs incurred by a vendor in the preparation and production of a bid or for any work performed prior to the issuance of a contract.

**Description of Gateway College Preparatory School (GCPS)**

Campus square footage:

- a. HS Bldg-27,096 sq ft
- b. K-8 Bldg-74,808 sq ft sq ft
- c. Locker Room- 5,069 sq ft
- d. Auxiliary Gym-11, 446 sq ft
- e. Student Union- 16,625 sq ft
- f. Gym Corridor-16,808 sq ft

- g. Annex-19,762
- h. Westinghouse Sportsplex-5500 sq ft without batting cages
- i. IT Building-2875 sq ft
- j. Weight Room-5000 sq ft

Acreage: 52

Number of Students: 1700

Evening Cleaning: Yes (4:30 pm - 10:30 pm during the school year- can be modified during breaks)

Day Porters: Yes, minimum 4 needed

On-Site Support: Yes, 2 staff members- Director of Campus Facilities and Campus Facilities and Maintenance Assistant

### **Required Content for Seal Bid RFP Response**

#### Required to have

- a. Vendor Insurance Coverage: Certificate of Liability (COI)
  - i. Provide a copy of COI
- b. Engagement Plan
  - i. Staff vetted: Complete a Contractor Packet provided by Orenda Education if awarded the bid.
  - ii. Communication Plan with Gateway College Preparatory School and Vendor.
  - iii. Implementation Plan to prevent lapse of services between Gateway College Preparatory School and Vendor.
- c. Vendor Profile
  - i. Experience in the school industry.
  - ii. Knowledge and experience in custodial services, Ground maintenance, and facilities maintenance.
  - iii. Contact information of authorized representative(s).
- d. References
  - i. Provide 2 references with contact information.
- e. Proposed Fees:
  - i. Any special service fees for scope not included in sealed bid.
  - ii. Monthly fee for scope defined in sealed bid.
- f. Renewable yearly.
- g. Work on site daily.
- h. Meet Campus safety expectations: Raptor and Training for interaction with students.

### **Custodial Services Specifications**

- A. Provide Service Specifications (See below list of sample pages 7-9)
  - a. General Daily Cleaning (Monday-Friday) - Be prepared to provide an example of a typical custodial coverage schedule which outlines shifts, times, assigned areas, and tasks. Scheduling of staffing coverage would comply with standard custodial

coverage rates (square feet per hour).

- b. Lunch Coverage, which includes cleaning tables & floors and taking out trash in between lunch services (lunch periods currently begin at 10am & end at 1:35pm)
- c. Weekly Cleaning
- d. Monthly Cleaning
- e. Quarterly Cleaning
  - i. Work during Thanksgiving, summer, winter, spring break

B. Schedule

The contractor will provide custodial services, grounds maintenance, and facility maintenance five (5) days per week, Monday through Friday. Operating hours for services are from 7:00 am to 4:30 pm. Expected hours of evening custodial coverage can occur between the hours of 4:30 pm to 10:30 pm during the school year, while Thanksgiving, summer, winter, and spring break periods can be serviced during day shift hours. Services will not be provided on legal designated national holidays.

- a. Custodial Services, 5 days a week
- b. Grounds Maintenance, 5 days a week (negotiable - based on needs, season, weather)
- c. Maintenance, 5 days a week

C. All Inclusive Pricing

- a. Pricing is to be inclusive of all labor, payroll taxes, fringe benefits, uniforms, management, cell phones/pagers, equipment and cleaning supplies.
- b. The Director of Campus Facilities and Head of School will purchase expendable supplies on a regular basis. Expendables include air fresheners, toilet tissue, seat liners, feminine hygiene receptacle bags, restroom hand towels, restroom hand soap and all trash liners.

D. Identification:

- a. The contractor will evaluate and screen, including criminal background and fingerprint scanning as permissible by law, all staff hired or assigned to provide service in areas to be maintained. The contractor shall share the generated list of approved staff with the School. Staff must be in uniform or easily visible identification with name and company log. Contractors are prohibited from bringing children on-site during shift hours. The contractor will complete the Orenda Education Contractor's packet for verification of screening purposes.

E. Building Security and Access:

- a. The Contractor must coordinate with the IT Department to deactivate and reactivate any security systems in order to have access to the building such as access control and burglar alarm. Each classroom/office entry must be locked

upon completion of cleaning, as coordinated with school. Under no circumstances will an employee of the Contractor admit any person into the school building.

F. Keys:

- a. The Director of Campus Facilities will issue all keys needed for the Contractor to perform work. Keys include all necessary rest room and public area keys, floor sub-masters and elevator keys. The contractor will sign for keys and return upon request by the Director of Campus Facilities. The contractor is responsible for key security, including no duplication of keys, not providing keys to any individuals outside the contracting company, and retrieving all keys from any individuals who are no longer employed by the contractor.

G. Energy Conservation:

- a. Lights shall be turned on only within a given area where cleaning is in progress. All lights are to be turned off upon completion of work. The contractor will not be responsible for adjusting any thermostats or heating, ventilation or air conditioning controls, and will instruct its staff never to make such adjustments.

H. Custodial Closets, Storage, and Warehouse:

- a. The contractor will maintain janitorial closets and warehouse in a clean, safe and sanitary condition. Main inventories of supplies, cleaning materials and tools will be stored neatly and in an organized fashion in designated main supply closets. All cleaning materials must be labeled in accordance with OSHA and accepted industry practices, and an MSDS directory maintained as required. Subject to the space limitations of a main supply closet, only the amount of stock reasonably expected to be consumed or required over a 45 day period may be kept in each building's main supply closet or warehouse.

I. Cleaning Chemicals: Provided by Contractor

- a. Gateway College Preparatory School prefers that the chemicals used in their building be either GS-37 or GS-40 certified for low-toxicity and daily use around children, or classified as Environmentally Preferred Products (EPP). Please see [www.greenseal.org](http://www.greenseal.org) for information on these types of cleaning chemicals.

J. Equipment: Provided by Contractor (except d.)

- a. All new, powered custodial equipment purchased in this category shall meet the safety standards. These products include and are not limited to powered floor scrubbers, burnishers, steam extractors, vacuum cleaners, power washers and other powered cleaning equipment.
- b. Propane-powered equipment may only be used when the building is unoccupied.
- c. Powered scrubbing machines must be equipped with a control method for variable rate dispensing to optimize the use of cleaning fluid.

- d. The facility (Gateway College Preparatory School) provides ground maintenance equipment such as lawn mowers and weed eaters.

## **GENERAL INFORMATION**

### Conflict of Interest:

Gateway College Preparatory School prohibits any practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations, and prohibit Gateway College Preparatory College School employees from participating in the selection process when such employees have a relationship with a person or business entity seeking agreement under this sealed RFP bid that would create a conflict of interest.

### Amendment and Acceptance of Statements of Qualifications:

Gateway College Preparatory College School reserves the right to reject any and all sealed RFP sealed bid Responses, as defined below, to amend this RFP and the RFP process, and to discontinue or re-open the RFP process at any time. Gateway College Preparatory College School further reserves the right to waive minor irregularities in the solicitation process or sealed RFP bid process Responses.

**RFP Questions:** Questions regarding this Sealed Bid Request for Proposals and further information must be submitted to Gateway College Preparatory College School by email no later than 5pm, May 11, 2026.

**Submit questions to:** Shelley Williams, Director of Operations for Orenda Charter School District [shelley.williams@orendaeducation.org](mailto:shelley.williams@orendaeducation.org)

Answers to questions requiring clarification to this sealed bid RFP will be published by Gateway College Preparatory College School via email to all prospective Vendors who submitted questions or otherwise requested to be notified of responses to questions no later than 5pm on May 14, 2026. Any questions received after 5:00 pm on May 11, 2026 will not be answered.

### **Submission of Response Package to Sealed RFP bid:**

Submit **one (1) original proposal** enclosed envelope. (Facsimile transmitted proposals are not acceptable.) Emailed responses will not be acceptable. RFP off site proposals received after 1:00 pm on Monday, May 18, 2026, will not be considered. RFP responses received on site after 3:30 pm on Tuesday, May 19, 2026, will not be considered.

**Unauthorized school site visits will not be allowed:**

On-Site Walkthrough: 3360 Westinghouse Rd. Georgetown, TX 78626 at 4:30 PM, May 5, 2026, Tuesday.

**Sample School Campus Cleaning Frequency Chart**

<b>Frequency</b>	<b>Areas &amp; Items</b>	<b>Purpose for Student Health &amp; Safety</b>
<b>Daily</b>	Classrooms (desks, door handles, light switches)   Restrooms (toilets, sinks, soap dispensers)   Cafeteria tables & serving lines   Trash removal   Nurse’s office surfaces   Water fountains & bottle fillers   Front office counters   High-touch railings & door plates. Regular cleaning of all buildings is expected to maintain a welcoming, safe and clean school environment.	Prevents the spread of flu, COVID, stomach bugs, and skin infections; protects high-contact surfaces
<b>Weekly</b>	Floors (mopping & vacuuming)   Classroom trash cans   Windows (touch areas)   Locker exteriors   Gym equipment & mats   Teacher lounges   Library tables & keyboards	Reduces bacteria, odors, dust, and allergens
<b>Monthly</b>	Deep restroom cleaning   Carpet cleaning   Upholstered furniture   Vents & air returns (surface wipe)   Cafeteria floors & walls   Storage rooms	Improves indoor air quality and prevents mold, mildew, and pest problems
<b>Quarterly</b>	Floor stripping & waxing   High dusting (lights, vents, ceilings)   Deep carpet shampoo   Locker interiors   Painting   Gym bleachers   Kitchen hood and grease areas	Extends building life, prevents slip hazards, and controls allergens and respiratory triggers

**School Campus Grounds Maintenance Frequency Chart**

<b>Frequency</b>	<b>Areas &amp; Tasks</b>	<b>Purpose for Safety, Health &amp; Appearance</b>
<b>Daily</b>	Walkways and entrances (trash, debris, hazards)   Playgrounds and athletic areas (visual safety check)   Parking lots (litter and trip hazards)   Outdoor eating areas   drop-off and pick up zones free from hazards	Prevents trip hazards, fire risks, pest attraction, and student injuries

<b>Weekly</b>	Mowing of grass areas   Trimming and edging along sidewalks, fences, buildings, and curbs   Blowing leaves and grass clippings   Weeding of beds and hardscapes   Inspection of irrigation heads	Maintains safe walking surfaces, prevents pests and snakes, improves campus appearance
<b>Monthly</b>	Pruning of shrubs and small trees   Mulch bed maintenance   Fertilizer application (as needed/seasonal)   Weed and pest control (eco-safe) following guidelines   Inspection of drainage and erosion	Supports healthy turf, prevents overgrowth, protects foundations and walkways
<b>Quarterly</b>	Tree trimming for clearance   Deep weed control   Irrigation system testing and adjustment   Perimeter fence and gate clearing   Fountain review	Prevents blocked sightlines, trip hazards, security breaches, and turf damage

**School Campus Facilities Maintenance Frequency Chart**

<b>Frequency</b>	<b>Areas &amp; Tasks</b>	<b>Purpose for Safety, Operations &amp; Compliance</b>
<b>Daily</b>	Door hardware and locks   Fire doors and magnetic releases   Restroom fixtures (leaks, clogs)   Lighting in classrooms, hallways, and parking areas   HVAC operation checks   Trip hazards and damaged flooring	Prevents safety hazards, ensures building access control, and keeps learning spaces operational
<b>Weekly</b>	Test panic hardware and exit doors   Inspect handrails and stairways   Check HVAC filters and thermostats   Inspect plumbing for leaks   Playground and athletic equipment safety check   Check gates and fence hardware	Reduces injury risk, ensures emergency egress, and supports climate control
<b>Monthly</b>	Emergency lighting test   Roof and gutter inspection   Door alignment and closers   Electrical panels and outlets   Elevator check	Maintains code compliance and prevents costly failures
<b>Quarterly</b>	HVAC preventative maintenance   Water heater and boiler inspection   Assistance with Access control and camera checks   Deep inspection of roofs, foundations, and drainage	Supports life safety systems, security systems, and long-term facility health

<b>As needed</b>	Create a list of items that need to be addressed or repaired such painting, sheetrock, removal of dead brush; carpet replacement; furniture repair; window seals that need caulking; doors that do not shut as designed; trim in buildings; replacement of light bulbs	
------------------	--	--

<b>Contract Price Summary</b>	
Category	Amount
Custodial Monthly	\$
Grounds Maintenance Monthly	\$
Facility Maintenance Monthly	\$
Total Monthly	\$
Total Annually	\$