

REQUEST FOR PROPOSALS (“RFP”) CUSTODIAL AND FACILITIES MANAGEMENT SERVICES

Interested parties shall respond to this RFP by submitting proposals as soon as possible to:

_____ reserve the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

Introduction

_____ is soliciting proposals from offerors having specific interest and qualifications in the areas identified in this solicitation. Qualification statements and proposals for consideration must contain evidence of the offeror's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by _____ includes the submission of profiles and resumes of the staff to be assigned to the projects, references, illustrative examples of similar work performed, and any other requested information which will clearly demonstrate the offeror's expertise in the area of this solicitation.

A selection committee will review and evaluate all qualification statements and may request offerors to make oral presentations. The selection committee will rely on the qualification statements in selection of finalists and, therefore, offerors should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Project Description

Offeror should be able to provide custodial services, facilities management services, and groundskeeping services.

Sites may include

Vendors are encouraged to bid for the entire facility program that includes services for all sites, but may also bid for any number of sites including only one. Bids must include custodial, facility and ground maintenance services.

Services May Include the following:

- (i) Daytime and evening custodial services, including thorough cleaning of designated areas and cleaning procedures on a frequency to be agreed in writing.
- (ii) Project work on a scheduled basis, to be agreed in writing.

(iii) Summer cleaning as specified, including deep cleaning of each area.

- (iv) Provision of all equipment and supplies required to fulfill custodial responsibilities, and uniforms for staff.
- (v) Supply and replenishment of bathroom soap and paper.
- (vi) Ground keeping of entire site, including grass cutting and provision of required equipment.

(vii) Procurement of work order tracking system and management and maintenance of work order system, potential through operation of a call center or help desk.

(viii) Weekly reporting on work order status and measures to reduce backlog, if any.

- (ix) Preventative maintenance of equipment. Major capital repairs will be excluded from Services.
- (x) 24/7 emergency response availability.

- The form of contract is attached to this RFP. Any exceptions to the attached form of contract should be identified

Qualification Statement Requirements

The offeror shall provide the following information organized as follows in their qualification statement:

- 1 A brief discussion of the firm, its organization, and services offered;
- 2 Information which demonstrates experience and history of providing said service as identified in this solicitation;
- 3 Description of staff training programs; and
- 4 Proposed team and qualifications and experience of team members; knowledge and experience of team members with respect to charter school organizations and the project description above.

Proposal Requirements

Offerors shall submit the following in addition to qualifications:

- 1 Proposed scope of services.
- 2 Proposed fee and fee structure.
- 3 Hourly billing rates for assigned team members, if appropriate
- 4 Budget hours and cost by day, week, month.
- 5 Example certificate of insurance, demonstrating

Timeline

The deadline for submission of proposals is _____. Proposals may be submitted electronically to _____ or in hard copy format to the address below:

Additional Information

For further information regarding this request, please contact _____ email _____ or call _____.