

CAMINO NUEVO CHARTER ACADEMY

REQUEST FOR PRICING (RFP)

Sanitary and Janitorial Products

RESPONSE DEADLINE FOR PROPOSALS: Friday, March 15 @ 4:00 p.m.

Deliver Response to:

Camino Nuevo Charter Academy
Attn: Jesus Rivas, Facilities Director
3435 W. Temple Street, Los Angeles, CA 90026

Camino Nuevo Charter Academy ("Camino Nuevo" or "CNCA") is a charter management organization with seven (7) charter school campuses, one early childhood center, with three (3) located on LAUSD sites, all located in Los Angeles, California. Camino Nuevo is requesting a pricing agreement for the following sites.

School/Office/Other	Street	City, State, Zip
Home Support Office - Soccer Field	3435 W. Temple St.	Los Angeles, CA 90026
Burlington Campus K-3	697 S. Burlington Ave	Los Angeles, CA 90057
Burlington Campus 4-8	653 S. Burlington Ave	Los Angeles, CA 90057
Early Childhood Campus	661 S. Burlington Ave	Los Angeles, CA 90057
Kayne Siart K-8	3400 W. 3rd St	Los Angeles, CA 90020
Eisner Middle School	2755 West 15th St.	Los Angeles, CA 90007
Dalzell Lance High School Campus	3500 W. Temple St.	Los Angeles, CA 90004
Jose A. Castellanos Elementary (LAUSD)	1723 W. Cordova St.	Los Angeles, CA 90007
Sandra Cisneros K-8 (LAUSD)	1018 Mohawk St.	Los Angeles, CA 90026

I. RFP PROCESS

CNCA intends to select a qualified provider(s) to provide sanitary products. The awarded respondent(s) shall provide a price list and purchasing agreement based on items identified on Attachment A. The respondent(s) shall make an effort to reduce overall operating expenses from purchases of sanitary and janitorial products.

At CNCA's sole discretion, the awarded respondent shall be chartered to provide sanitary and janitorial products on Attachment A. CNCA only utilizes recycled products and green clean agents.

Contracting shall be pursuant with the California Government Code 4217.10–4217.18, which establishes a process whereby public schools and other public agencies may enter into a service program of this nature.

All questions regarding the RFP or the process shall be submitted in writing by email only, to the attention of, Jesus Rivas, jesus.rivas@caminonuevo.org.

II. MANDATORY PRE-BID MEETING

Firms must attend one mandatory pre-bid meeting. The district will conduct more than one site visit to identify use of sanitary and janitorial products. The initial pre-bid job meeting is to begin at the location, date and time stated below. Failure to attend will render the bid proposal of such bidder to be non-responsive.

Mandatory Pre-Bid Meeting & Site Visits

1:00 PM, Wed., February 20, 2019

Main Conference Room

Camino Nuevo Charter Academy

3435 W. Temple Street, Los Angeles

Additional Site Visits

February 21-28, 2019

Listed sites by appointment

Camino Nuevo Charter Academy

III. SANITARY AND JANITORIAL PRICING GOALS

Camino Nuevo's ultimate goal is to provide reasonable pricing for effective consumable sanitary products, green safe cleaning agents and janitorial products. Providing reliable delivery of sanitary and janitorial supplies to maintain custodial operation with reliability as a goal in addition to reducing maintenance supply costs. Respondents shall support CNCA's goal by offering products for each site listed that accomplish the following:

- Provide quality sanitary and janitorial products
- Offer sustainable, safe green clean and recycled products
- Third party sustainable green clean certification
- Reduce consumable product costs by offering alternate solutions
- Standardize products where possible to achieve additional cost savings
- Provide and maintain dispensers and dilution control stations
- Maintain a reliable delivery source
- Maintains consistent and reasonable product offerings
- Maintains building functionality and compatibility with existing products used
- Offers use of technology to achieve optimum cleaning solutions and savings
- Provides additional best practice solutions and benefits
- Provides training to CNCA employees on maintenance and use of cleaning equipment and products including certification
- Maintains vendor neutrality on consumable parts so as to provide best value to CNCA

IV. MINIMUM REQUIREMENTS

Respondents shall meet the following minimum requirements to participate in CNCA's Request for Pricing process:

- Has no pending or recent litigation in the past (60) months.
- Has a physical service location or branch office within a 50 mile radius of Los Angeles, California with a minimum of 10 personnel in such office. PO Boxes and home offices do not qualify.
- Qualified vendor must have online ordering capabilities in addition to telephone orders
- Qualified vendor will list all product pricing
- Proposed Team must have experience implementing a minimum of providing consumable products, training and services for organizations with more than 300,000 sf.
- Proposed pricing agreement must be managed by a designated account representative
- Proposed pricing agreement will be effective for one year upon approval
- Proposed Team must disclose and or provide MSDS – SDS materials and training
- Proof of Liability Insurance: Certificate of Liability Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability
- Proof of Automobile Insurance: Certificate of Automobile Liability with limits not less than \$1,000,000 combined single limit per accident
- Prevailing Wage Does Not Apply

V. GENERAL DESCRIPTION OF SCOPE OF WORK

The qualified provider shall provide order capacity, material procurement, management, labor, material warehousing, and delivery services to provide the products defined by CNCA as Attachment A.

The scope of work will include:

Sanitary and Janitorial Pricing Agreement Features

- Provide a detailed description of products offered
- Provide site visits with individual sites to review product offerings and assist with orders
- Provide delivery services at no additional cost
- Make service appointments with each site
- Schedule indicates frequency of service
- Report any accounting issues, back orders, discontinued product issues to CNCA
- Provide priority service in critical products if necessary
- Maintain an order or customer service desk during normal business hours
- Preferred Customer Discount with set pricing
- Compliance with any applicable environmental regulations
- Identify and train CNCA Custodians on basic product or equipment use
- Include any product warranty
- Quarterly purchasing reports to CNCA to show products and materials used with costs and quantities to efficiently assist in right size ordering

- Priority Service – emergency deliveries of products and supplies
- Vendor to provide copies of any green certification

VI. SCHEDULE OF EVENTS

EVENT	Date
CNCA issues RFP to Bidders	February 13, 2019
Mandatory Pre-Bid Meeting	February 20, 2019
Site Visits to be performed by Bidders	Feb. 21-28, 2019
Deadline for Written Questions	March 1, 2019
RFI Responses Returned	March 7, 2019
Proposals are Due	March 15, 2019
CNCA Selects and Notifies Successful Respondent	March 21, 2018

VII. PROPOSAL INSTRUCTIONS

Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal.

Signature Verification

To be considered for award, each Proposal must be signed by a legally authorized representative of the Company.

Formation of Contract

Winning the pricing agreement does not enforce an agreement with CNCA until The Pricing Agreement is approved by CNCA Board.

A signed Pricing Agreement will including the product offerings and specifications, product cost, deliverables, as well as district required forms and a signed Purchase Order (if applicable) from CNCA shall constitute the pricing agreement documents.

Informed Respondent

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting Proposals. Failure to do so will be at the Company's own risk.

Confidentiality

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals submitted in response to this RFP shall be held confidential by CNCA and shall not be subject to disclosure under the California Public Records Act until after either CNCA and the successful Company have completed negotiations and entered into a contract or CNCA has rejected all Proposals. CNCA will have no liability to the Company or any other party as a result of any public disclosure of any Proposal or the contract.

VIII. SUBMITTAL REQUIREMENTS

Two (2) originals (hard copies) of the Request Pricing (RFP) shall be submitted in a three (3) ring loose-leaf binder or report cover. It is critical that the RFP follows the format outlined below. CNCA also requests an electronic PDF copy for review purposes. RFP's should be limited to twenty (20) pages (not including table of contents or cover letter) and include the following:

Section Tabs

Proposals should be divided by tab sections according to items in the table of contents. This will assist CNCA's evaluating team in identifying items and information submitted with the Proposal.

Table of Contents

The table of contents of the Proposal should include a clear and complete identification of the materials submitted by tab section and page number.

IX. DOCUMENT FORMAT

1. Cover Letter

A signed letter of interest (no more than two (2) pages), stating the respondent's interest and qualifications in providing the services as outlined in the RFP. Please describe how the respondent meets the minimum requirements as described in Section III of the RFP. Provide your company's valid classifications and requirements. Cover Letter must be signed by an authorized representative of the respondent's company.

2. Organizational Background, Financial Capacity & Management Structure

Provide general information on the respondent including: a brief history of the firm, length of time performing services, number of years in business, location of main office, telephone number, contact name, local resources, etc. Describe the respondent's service capabilities and customer service department including hours of operation and emergency dispatch procedures.

Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request. Include a statement of bond rating, bond limits and provide evidence of insurability. Please provide a statement of how many employees respondent has in the State of California and how many employees it has in Los Angeles County. Respondent shall provide three years audited financials if company is private. Respondent shall provide a copy of most recent annual financial report submitted to the SEC if publically traded.

3. Service Team Members

List the members of the service team. Provide a list of the personnel most likely to be used on the account and their qualifications. Please provide resume for each team member, key partners and subcontractors. Also provided detailed experience and level of certifications. Describe the management structure of the responding firm and include an organizational chart.

4. Vendor Experience & References

Provide detailed service history for two public sector or educational clients the respondent has contracted with for similar Service Plans. Describe the scope of work of the service indicating start/completion date, services and systems provided. Provide the owner's name, address, telephone number, and contact person for each reference and type of products/services provided. Respondent shall also provide the percentage of engineering, procurement and construction services performed "In-House" versus subcontracted.

5. Legal and Litigation History

Please describe any litigation, mediation, arbitration, or termination of contract within the last five years with respect to Design Build Construction. Describe each event in detail and indicate the final results.

No assignment by the company of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the company, will be recognized by CNCA unless such assignment has had the prior approval of CNCA and the surety has been given due notice of such assignment in writing and has consented thereto in writing. Please indicate in your response your company's understanding and acceptance of this criteria.

X. RFP EVALUATION CRITERIA

A CNCA committee will evaluate qualifications based on the scoring criteria outlined in this section. Respondents who do not meet the minimum requirements as stated above will not be considered. Respondents who are not actively engaged in providing services of the nature proposed in their response to the RFP and/or who cannot clearly demonstrate to the satisfaction of CNCA committee their ability to satisfactorily perform the work in accordance with the RFP requirements will not be considered.

"BEST VALUE" EVALUATION CRITERIA	
Proposal Completeness	10%
Firm Information (Service Team, Safety Program, Financials)	10%
Experience and References	15%
Sustainability, Green Certification	25%
Best Practices Solutions	10%
Price Schedule (Attachment A)	25%
Additional Product/Equipment Offerings	5%

Camino Nuevo Charter Academy
 Sanitary & Janitorial Product List
ATTACHMENT A

	Item	Description	Notes
1	Paper towels, roll	Recycled content	Good quality generic, APC or equal
2	Paper towel dispenser	Manual, lever action	
	Paper towel dispenser	Automatic, battery power	
3	Paper towels, center fold	Recycled content	APC or equal
4	Toilet paper	Recycled content	Single rolls
5	TP dispenser	Double rolls	Jumbo with small cores
6	Toilet seat covers	Generic	
7	Toilet seat cover dispenser	Plastic, generic	
8	Foam soap	Cartridge refills	Non-bacterial
9	Foam soap dispenser	Bottles, cartridges	
10	Hand sanitizer	Alcohol free	
11	Hand sanitizer dispenser	Wall mount	
12	Solution dispensing system	Wall mount	
13	General Purpose Cleaner	Concentrate	Solution station
14	Green Neutral Cleaner	Concentrate	Solution station
15	Lemon Quat Disinfectant	Concentrate	Solution station
16	Glass and Surface Cleaner	Concentrate	Solution station
17	Waterless urinal	Falcon cartridge	
18	Odor neutralizing system	Smartcell	Restroom cartridge system
19	Dispenser/holder	Smartcell cartridges	
21	Gum away	Aerosol	
22	Floor stripper	Spartan or similar	
23	Floor wax	Spartan or similar	
24	Trash bag liners	Large, 1.2 to 1.5 mil	Black
25	Trash bag liners	Medium, .5 mil	Clear, Slim Jim size
26	Trash bag liners	Small, .31 to .39 mil	Clear, waste paper basket size
27	Feminine tampons	For Evogen dispensers	
28	Feminine napkins	For Evogen dispensers	
29	Hand driers	Electrical, wall hung	Noise reduction models (quiet)
30	Graffiti remover	Aerosol	
31	Phenolici cleaner, aerosol	Swish or similar	
32	Mircofiber	cloths	
33	Brooms	Standard	
34	Mop handles	Standard use	
35	Mop heads	Microfiber	
36	Dust mop handles	36 to 48"	Will consider an Easy Trap Solution
37	Dust mop heads	Size as per handles	Will consider an Easy Trap Solution
38	Dust mop spray	Aerosol	Will consider an Easy Trap Solution
39	Entry mats 3 x 5	Simiar to Waterhogs	

