

**ACADEMYFORCLASSICALEDUCATION
PUBLIC CHARTER SCHOOL
REQUEST FOR PROPOSAL (RFP) FOR
CUSTODIAL AND FACILITIES MAINTENANCE SERVICE
FEBRUARY 27, 2020**

I. INTRODUCTION

The Board of Directors of Academy for Classical Education (ACE) seeks responses to this Request for Proposals ("RFP") from custodial and facilities maintenance services for a Kindergarten through twelfth grade (K-12) public charter school located in Macon, Georgia. The anticipated contract will be effective July 1, 2020 through June 30, 2021.

No legal obligation will exist between the Board and the Respondent(s) to this RFP until a written contract has been negotiated and fully executed between the Board and the successful Respondent.

II. BACKGROUND

The Academy for Classical Education is a public charter school authorized by State Charter Schools Commission of Georgia. ACE will be in its seventh year of operation in 2020 and will enroll 1,825 students in grades K-12.

III. SCOPE OF PROGRAM

ACE is seeking proposals from qualified Custodial and Facilities Maintenance vendors to provide complete custodial services for an approximately 200,000 sq. ft. facility. It will be the responsibility of the vendor to:

- Provide ACE with a detailed scope of work that includes daily and weekly schedules. The vendor should also provide a schedule of "deep cleaning" services to be completed during the following school breaks: Fall break (October 12-16), Thanksgiving break (November 23-27), winter holiday break (December 21-January 1), Winter break (February 15 – 19), spring break (March 22-26), and summer break (May 26 – July 30).
- Provider will recruit, background check/screen, and train an adequate number of custodial personnel necessary to maintain high standards of sanitation and protection of the physical facility. The vendor will also provide management and supervision of all custodial personnel during all custodial services shifts.
- Provide a detailed list and schedule of all custodial personnel and supervisors that will be providing services at ACE.
- Provide ACE with copies of completed background checks of all custodial personnel and supervisors that will be providing services at ACE.
- Provide all, equipment, cleaning supplies, tools, and other materials as required for custodial services for ACE. ACE will be responsible for the procurement of all paper products.
- Schedule custodial services with a minimum of disruption to normal school functions

- At an additional cost, provide to the school custodial services after all school activities, not limited to: basketball games, PTO meetings, board meetings, community functions, banquets, and other school events.

IV. SELECTION PROCESS

Any experienced Custodial Service vendor is eligible to apply. Respondent(s) must provide all of the information as required by the Board of Directors or the Respondent(s) shall be rejected as non-responsive. Responses to this RFP shall be written in a clear and precise manner.

All those interested in responding should submit the following information to the Board of Directors by 10:00 AM on March 30, 2020:

- a) Respondent's firm name and address;**
- b) Respondent's primary contact person's name;**
- c) Respondent's telephone number and fax number;**
- d) Respondent's e-mail address.**

This information should be sent by e-mail to: Pat Kelly, Chief Financial Officer pat.kelly@acemacon.org.

Bids will be opened and bid amounts announced at 10:01 AM in the ACE conference room located at 5665 New Forsyth Road, Macon GA, 31210. Results will be posted on the school's webpage (www.acemacon.org) by 5:00 PM on March 30, 2020.

Respondent(s) should include, with their submission, a breakdown of annual cost of services, monthly cost of services, and an hourly rate per custodian for custodial services for after school events.

Respondent(s) should also include, with their submission, a staffing plan that includes the following:

- Title of positions (employees) that will be on campus
- Number of employees in each position
- A staffing schedule that includes hours per day and the shift times

A Statement of Qualifications, as outlined below, must be included with the submission.

Upon the receipt of written Statements of Qualifications, but prior to final selection, the Board may request that Respondents make separate oral presentations or submit additional materials or information. The Board reserves the right to make a selection based upon a response to this RFP alone and without presentations or additional information. The Board also reserves the right to make no selection as a result of this RFP process.

The Board has no liability or responsibility for any costs incurred by a Respondent prior to the execution of a written agreement. There is no bid or proposal guarantee required in connection with this RFP.

The board reserves the right to reject any or all responses made during the course of discussions and negotiations concerning a proposed contract, to discontinue its efforts to seek a Custodial Service vendor, or to pursue another compliant process to acquire such services.

The Board reserves the right to contract for a portion of the services offered by a Respondent, subject to the mutual agreement of that Respondent.

V. QUALIFICATIONS

Each respondent shall provide the following:

- a) Name of Respondent and years in business**
- b) Legal status and Federal ID number**
- c) Address of Respondent**
- d) Biographies of Respondent's key officers and principals**

1. Each Respondent shall describe its three (3) most significant and relevant Custodial Service engagements for school or school- related operations in Georgia. In lieu of school experience the provider may provide comparable engagement/experiences in daily size, scale, and quality expected by ACE.
2. Each Respondent shall provide at least three (3) references of schools, school districts or similar agencies/ clients, including the name of the agency, the contact person, contact telephone number, and the relationship of the contact person to the project.
3. Each Respondent shall provide resumes of all key personnel with a description of their relevant experience.
4. Each Respondent shall provide a representative sample of its standard contract for services and/or an anticipated contract in the proposed ACE model.
5. Each respondent shall outline if/how services are customizable based on the school's needs and whether the above prices reflect this customized level of service.
6. Each Respondent shall disclose any pending or actual litigation that it is involved in or aware of that could have a material, adverse impact on Respondent's ability to fulfill a contract with ACE.
7. Each Respondent shall provide any other relevant information about your Firm not specifically requested in this document that would be helpful to the Board in making a decision to retain your company.

VI. QUESTIONS

Questions must be submitted prior to May, 20 2019.

****All questions asked/answered will be posted at www.acemacon.org.**

Please address questions to: Pat Kelly at pat.kelly@acemacon.org.

VII. OTHER APPLICABLE PROVISIONS

Respondents are encouraged to conduct an examination of the facilities prior to proposal submission. Respondent(s) must contact Pat Kelly at pat.kelly@acemacon.org to schedule a tour of the facility.

ACE may schedule interviews. Candidates will be notified of interview timing and nature, if applicable during this process.

ACE reserves the right to:

- Cancel this RFP at any time, with or without notice to the respondents;
- Waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest priced submission;
- Reject one or more proposals at any point during the selection process on any grounds in its interest; and
- Approve all sub-consultants, subcontractors, and project team members.

The contract, if any, will be awarded to the respondent which, in ACE's sole judgment, will provide services that are in the best interests of ACE, and successfully enters into a professional services contract. If terms cannot be mutually agreed upon, ACE may enter into negotiations with a secondary firm.