

Scituate School Department

Invitation to BID

For

Custodial Services

July 1, 2020 – June 30, 2021

## NOTICE TO ALL BIDDERS

### I. GENERAL

1. Bids are to be sealed and plainly marked "**Bid for Custodial Services - Scituate School Department**". All bids are due Monday, February 10, 2020 at 12:00 PM.
2. Bids will be opened at the Scituate School Department Central Office at 3 George Washington Highway, Clayville, RI 02815 ("Central Office") on February 10, 2020, beginning at 12:00 PM.
3. Any contract developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and the Scituate School Department (hereinafter the "Department") and will be set forth in said contract. The contract term shall begin on July 1, 2020 and end on June 30, 2021. Furthermore, the contract may provide for automatic renewal unless positive action is taken by the Department to terminate such contract. The contract shall state the total obligation (fiscal and/or operational) of the Department for the calendar year of execution and shall further state the total (financial) obligation which will be incurred in each calendar year renewal term, if said contract is renewed.

Accordingly, proposals should be for the periods July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and, July 1, 2022-June 30, 2023. During this multi-year agreement, the contract will renew automatically at the end of each contract year if the Department does not notify the vendor in writing of its non-renewal intent by May 31<sup>st</sup> of the same year.

4. There will be a **Mandatory** Pre-Bid Meeting at Central Office on Tuesday, February 4, 2020 at 10:00 AM. **All potential bidders are required to attend**. During this pre-bid meeting the Director of Facilities will be taking each potential bidder to each school in the district for a tour.
5. It is the determination of the Department not to award a contract to any bidder who does not furnish satisfactory evidence that it:
  - has ability and experience in custodial services.
  - has available resources to service five (5) schools across four (4) buildings.
6. No bid shall be accepted from any contractor who, in the past 10 years, has:
  - had a contract terminated for "material breach"; or,
  - has been declared in default under a services contract by another School Board or Administration.
7. Each bidder shall include with the bid documents a reference list, contracts held, and the name and address of the contact person for said contract(s). In order to be considered responsive and responsible, each bidder must submit with the bid package at least two (2) letters of reference from current customers, with whom the bidder has held contracts for at least the past three (3) years.
8. All bidders will also include audited financial statements for the most recent two (2) fiscal years.
9. A Bid Bond made out to the Department in the amount of ten percent (10%) of the bid amount must accompany the bid and will be returned to any unsuccessful bidders after the contract award.

10. No bidder may withdraw his bid prior to the execution and delivery of the contract unless no award has been made at the expiration of the thirty (30) business days after the opening of bids.
11. If any bidder fails to perform his agreement to execute a contract or to post the performance bond, his bid deposit shall become the property of the Department as liquidated damages.
12. Any bid which is not according to prescribed form, incomplete, not properly signed, or otherwise contrary to instructions, will be rejected by the Department. Additionally, the Department reserves the right to select a bidder who is not the lowest bid, so long as said selection is in the best business judgment of the Department Administration.
13. Specifications appearing in the document will be in force for each year of the stated duration of the contract, unless otherwise noted.
14. All questions as to the interpretation of these bid specifications shall be directed by email to the Director of Facilities ([Robert.Corrente@ScituateSchoolsRI.net](mailto:Robert.Corrente@ScituateSchoolsRI.net)) no later than six (6) business days prior to the scheduled bid opening. Such questions and the response of the Director of Facilities will be emailed to all potential bidders who have received these specifications. NO QUESTIONS WILL BE TAKEN OVER THE PHONE.
15. To the extent possible (and not otherwise prohibited by law) any successful bidder/contractor must agree to incorporate a "no strike clause" in the contract and further, to agree not to honor any picket line or strike force against the Department unless it is mutually agreed by the Department and the contractor that it be in the interest of public safety to do so.
16. Proposals must be signed by an officer or duly authorized designee of the successful bidder/contractor's corporate entity.
17. A Bidder filing a proposal thereby certifies that no officer, agent, or employee of the Department has any pecuniary interest in the bid; that the proposal is made in good faith and without fraud, collusion or connection of any kind with any other bidder for the same work; and, that the bidder is competing solely on his or her behalf without connection with, or obligation to any undisclosed person(s) or firm(s).
18. During the contract period, the Department or the successful bidder may terminate their respective contract if a material breach occurs which is not resolved within fifteen (15) days after written notice.

## II. **CONTRACT AWARD**

1. Proposals will be publicly opened and read aloud at Central Office at noon on the day designated in the advertisement for the opening of bids. The Department reserves the right to accept or reject any and all bids or any item(s) thereof. The contract will be awarded to the bidder who, in the sole opinion of the Department, will best serve the needs of the Department.

2. The bidder to whom an award is made must enter into a written one (1) year contract.
3. Except where specifically limited by term of the contract, the Department and/or its designee will have complete authority over the contractor and the drivers in matters pertaining to school custodial services.

### **III. PERFORMANCE BOND**

A Performance Bond from an insurance company licensed in Rhode Island, in the amount of 100% of the annual contract amount, is required. Documentation must accompany this bid assuring the Department that the required bonding is available from a company licensed to do business in the State. The cost of the bonding will be borne by the Contractor.

### **IV. PRICE BASIS**

Invoices must be submitted by the end of the month, with payment by the Scituate School Dept. by the 20th of the next month. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

### **V. SCOPE OF WORK**

1. The qualified proposer will provide the following:
  - a. All cleaning custodial labor.
  - b. All equipment and supplies will be supplied by the District/Department.
  - c. Provide a Manager of Custodial Services ("Manager") to manage the employees assigned to the Department's facilities and provide that Manager with a cell phone so that the Department's Director of Facilities can contact said Manager 24 hours a day.
  - d. Preferred rates for special conditions and events.
  - e. Photo ID badges for all custodial/company personnel.
  - f. The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Rhode Island. Criminal background checks on all employees must be maintained on file by the successful bidder.
2. To provide custodial services and supervision to the following locations:
  - a. Scituate High School/Middle School  
94 Trimtown Rd  
N. Scituate, RI 02857
  - b. Clayville Elementary School  
3 George Washington Highway  
Clayville, RI 02815
  - c. Hope Elementary School  
391 North Road  
Hope, RI 02831

d. North Scituate Elementary School  
46 Institute Lane  
North Scituate, RI 02857

## **VI. CUSTODIAL STAFF REQUIRED PROFILE**

1. Day shift at all schools shall be no less than 6:30 AM to 3:00 PM. All shifts shall comport with the existing custodial schedule, a copy of which is attached hereto as **Appendix 1** and incorporated herein by reference.
2. Five (5) Day Head Custodians.
3. Night staff will vary per building, and in the Bidder's discretion, subject to the schedule provided in **Appendix 1**, but event coverage is necessary.
4. Four (4) Night Head custodians.
5. Event coverage will be required.
6. Coverage for other (i.e. late work or weekend work by vendors) building uses.
7. Emergency coverage for weather related events.
8. Snow removal before, during, and following weather events.
9. Split shift Custodial Manager at forty (40) hours a week.

## **VII. SPECIFICATIONS FOR CUSTODIAL SERVICES:**

1. Services to be Performed Inside Buildings
  - a. All restrooms (where applicable) will be cleaned daily.
  - b. All restrooms, offices, classrooms, locker rooms, weight rooms, gymnasiums, laboratories, cafeterias, dining rooms, auditoriums, and common areas must be cleaned daily, Monday thru Friday and after any special event.
  - c. Daily clean and mop all tile and vacuum carpeted floors.
  - d. No cleaning in the kitchen(s) will be required. Proposals should include details of this cleaning and should be specific as to exactly what will be included.
2. Provide "Team Cleaning" plans for the Contractor's Scope of Work
  - a. The selected firm shall furnish all necessary management resources (including but not limited to personnel, training programs, software programs and hardware, support, equipment, materials, and supplies) to provide ongoing facilities management services, provide thorough and comprehensive ongoing analysis of custodial operations, develop a concept of operations, and implement a program to improve efficiency and effectiveness of the custodial services provided under contract.
  - b. Proposal should provide a compressive plan for holidays and summer breaks.
  - c. Proposal should include a plan for stripping and waxing tile floors annually, scrubbing and recoating of all common area VCT two (2) times per year, and professionally cleaning all carpets once a year, during the summer or Christmas break.
  - d. Proposal should address how your company will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special functions.
  - e. Also include in your proposal your response to occasional requests for unloading trucks which make deliveries to schools (furniture, etc., but not food deliveries).

- f. Services to be Performed Outside Buildings
    - 1. Walkways and sidewalks will be swept or blown daily.
    - 2. Outside of windows will be cleaned twice per year.
    - 3. Litter (paper, cans, bottles, sticks, etc.) will be picked up from areas directly adjacent to the four main buildings daily.
  - g. Proposals must describe a plan for continuous supervision of custodial staff.
  - h. Proposals must describe a plan for continuous training of custodial staff.
  - i. Proposals must describe a plan for the technical support of cleaning products, equipment, and cleaning methods.
3. Proposals must describe company's experience in institutional cleaning, particularly in school systems. References must be provided by proposers who are not currently under contract with the Department.
  4. Proposals must detail the minimum number of employees that will be provided at each facility during the school/work-day and the minimum number of employees provided after the school/work-day. Number of hours per employee should also be detailed. Any deviations from the schedule in **Appendix 1** should be explained and justified by the successful bidder.
  5. Proposals must include a general description of how the company will cover for employees who are absent.
  6. Walls must be cleaned. Proposals must describe any limits on cleaning walls, ceilings, and windows above ten feet (10') in height.
  7. Proposals must include a provision for a corporate representative of the company to conduct a walk thru of selected facilities at least once per calendar quarter.
  8. Proposals must include a plan to employ any Department employees that are willing to work after their collective bargaining agreement ("CBA") has expired.
  9. Proposals must include all insurance information requested in this RFP.

## VIII. PROPOSAL DELIVERY INSTRUCTIONS

1. Proposals shall consist of one (1) original and six (6) copies.
2. Submit proposals in a sealed envelope to:
  - Carol A. Blanchette
  - Superintendent of Schools
  - Scituate School Department
  - 3 George Washington Highway
  - Clayville RI 02815
3. Proposals will be received until 12:00 p.m. Monday, February 10, 2020. (No Proposals will be accepted after this time). To be accepted, all proposals are to be submitted, in sealed packages marked "**Bid for Custodial Services - Scituate School Department**". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or

hand delivered. NO proposals will be accepted via fax transmission or email regardless of time of delivery. One (1) original and six (6) copies of each proposal should be sent or delivered to the Department.

#### **IX. CONTRACTS AND OBLIGATIONS**

1. Contracts and obligations are contingent upon the Department having sufficient local funding at the time the contract is secured. Contracts and obligations will commence upon approval by the Department.

#### **X. DATA ACCESS**

1. Any data (Data defined as any information, associated meta data and databases.) provided to vendors is intellectual property of the Department and as such must be provided to the Department upon request.

#### **XI. INSURANCE**

1. Acceptable to the Department with limits no less than \$2 million and workers' compensation coverage as required by applicable statute(s). Upon request by the Superintendent of Schools or the Director of Facilities, Respondent shall provide the Department evidence of such coverage.

#### **XII. ASSIGNMENT**

1. Any attempt by supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of the Department shall void the contract.

#### **XIII. ATTORNEY'S FEES**

1. The parties agree that in the event of dispute, each party will bear its own costs of litigation and attorney's fees.

#### **XIV. COMPLIANCE WITH LAW**

1. The vendor shall comply with all applicable federal, state and local statutes, regulations, ordinances or other legal requirements that apply to it or to the Department.

#### **XV. INCONSISTENCIES IN CONDITIONS**

1. In the event there are inconsistencies between the specifications, scope of work and the proposal terms or conditions, contained herein, the proposal terms and conditions will take precedence.

## **XVI. INDEMNITY**

1. Respondent shall indemnify, defend and hold harmless the Department from and against any claims, losses, suits, charges, demands and expenses, including attorneys' fees, arising out of or related to (i) Respondent providing the services, (ii) any breach of any duty, representation, warranty or covenant, contractual or otherwise.



**PROPOSAL SHEET**

Contract price for Custodial Services Proposal Deadline is March 29, 2020

1. Total contract price for custodial services July 1, 2020 through June 30, 2021  
\$ \_\_\_\_\_
2. Total contract price for custodial services July 1, 2021 through June 30, 2022  
\$ \_\_\_\_\_
3. Total contract price for custodial services July 1, 2022 through June 30, 2023  
\$ \_\_\_\_\_

Total Contract Bid \$ \_\_\_\_\_

**VENDOR INFORMATION**

Company Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company website: \_\_\_\_\_

Printed name and title of Authorized Company Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Signature of Authorized Company Representative:

\_\_\_\_\_  
Date: \_\_\_\_\_