



April 11, 2022

Gentlemen:

Bids/proposals for “**Janitorial Contractual Services – 2022**” for Quitman School District, as listed in the Request for Proposal will be received at the Central Office Board room until 10 a.m. Monday, July 11, 2022.

For mailed bids/proposals, the following address should be used:

Quitman School District
ATTN: Janitorial Contractual Services-2022
104 East Franklin Street
Quitman, MS 39355

Bids/proposals should be sealed and clearly marked “**Janitorial Contractual Services – 2022**”. For questions or to schedule a site visit, contact: Joseph Holloman, Maintenance Director, 601-776-1045.

Sincerely,

Minnie Dace, Superintendent

REQUEST FOR PROPOSAL
TO PROVIDE JANITORIAL SERVICES
FOR
QUITMAN SCHOOL DISTRICT

QUITMAN SCHOOL DISTRICT
104 EAST FRANKLIN STREET
QUITMAN, MS 39355

(601) 776-2186

REQUEST FOR PROPOSAL
JANITORIAL SERVICES
FOR
QUITMAN SCHOOL DISTRICT

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Quitman School District from bona fide, qualified proposers who are interested in providing janitorial services for various locations for Quitman School District.

PROPOSAL

Qualifications and Experience

The Quitman School District is requesting proposals from qualified contractors to provide Janitorial services in accordance with these specifications and conditions called for in the Proposal and Contract Documents. The Proposer shall submit the following qualifying information with the Proposal:

- 1) The proposer must have an office within the state of Mississippi. The proposer must be licensed to do business in the State of MS.
- 2) Proposer shall provide a history and background of their company, corporate structure and organization to include their number of years in business. Proposer shall have a minimum of three (3) years' experience providing commercial janitorial services.
- 3) Proposer shall provide their latest financial statements to ensure financial stability of their company.
- 4) Proposer shall list at least three (3) references from commercial work that are similar in size, scope and nature of the project described in these proposal documents. Reference information shall include names, address, telephone numbers of owners or contact person, commencement date of the contract and a short description of the services performed.

1.2 Proposal Submittal

Proposals will be received at:

Quitman School District
104 East Franklin Street
Quitman, MS 39355

Proposal should be marked – “**Janitorial Contractual Services – 2022**”. Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Quitman School District is not responsible for any delays caused by the proposer's chosen means of proposal delivery, and should be delivered no later than Monday, July 11, 2022 at 10 a.m.

Personnel - The contractor shall have trained personnel to perform all the duties of this contract. The contractor's employees shall, at all times, be courteous and neat in appearance while employed at these facilities. The contract shall pay a **minimum hourly rate of \$10.00/hour for all personnel.**

Background Checks/I-9 Forms – The contractor will be required to furnish Quitman School District with background/criminal record checks and I-9 forms for each employee before they start work at any location.

Identification – Contractor's employees shall wear a picture ID badge and uniform. Shirt or smock in the buildings at all times. The contractor shall supply the ID badge and uniforms.

Visitors – The contractor's employees will NOT be allowed to have visitors or to bring children to the job site. The contractor's employees shall conduct themselves in a workman like manner at all times. The contractor shall remove any employee not conducting him or herself properly.

Training – The contractor shall provide initial and regular training of employees in the use of equipment and janitorial procedures, as well as chemicals and solvents being utilized during the cleaning process. The contractor must provide Quitman School District with an outline of an established training program they intend to use during this contract. Contractor is to provide written verification that all employees have completed the training program. These verifications are to be kept with employee records at all times.

Safety – The contractor shall comply with all applicable OSHA regulations and maintain an adequate safety program to ensure the safety of their employees. The contractor must provide Quitman School District with an outline of an established written safety program they intend to follow during this contract. Contractor is to provide written verification that all employees have completed the safety training program. These verifications are to be kept with employee records at all times. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Quitman School District and other school officials.

Quality Assurance – The contractor shall be required to perform according to all specifications scheduled with this bid. There will be a thirty (30) day grace period before performance inspections begin. After this time, the school will conduct daily, weekly, or monthly inspections in order to determine the degree of performance. The contractor shall designate at least one Quality Assurance Manager for this project. This person shall not be a working supervisor at any building, and shall be available to Quitman School District, with reasonable notice, to perform quality control inspections. A report will be made of these inspections and given to the property manager or assistant property manager and the Quality Assurance Manager will inspect the sites together to do a performance evaluation. Inspections scoring below 90% will be considered unsatisfactory and the contractor will be given 72 hours to rectify any deficiencies documented during the inspection process. Should the contractor not satisfy deficiencies within 72 hours, Quitman School District reserves the right to hire its own staff to accomplish the work not being performed at a charge of \$20.00 per hour to the contractor. The contractor shall provide Quitman School District with an existing, written Quality Assurance program that adheres to the specifications listed above.

Equipment and Supplies/Materials – The procurement and maintenance of all equipment shall be the contractor's responsibility. The District is not responsible for losses which may be incurred due to theft and/or vandalism. The contractor shall be responsible for the acquisition of all chemicals, wax, and strippers necessary to fulfill the Scope of Work/Services. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements including any compliance requirements of state and federal statutes.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

Billing/Cancellation – Invoices are to be furnished on a monthly basis. The total bid price should include the yearly (annual cost) with the invoices being made in one-twelfth (1/12) increments. Payment will NOT be made for services not yet rendered. The successful bidder shall report and cancel in writing with 30 days notice if services provided in this bid/proposal cannot be delivered.

1.3 Award

- 1.3.1 Award shall be made to the Proposer(s) whose proposal, conforming to the RFP, will be the most advantageous to the Quitman School District, considering price and other factors considered.
- 1.3.2 Quitman School District reserves the right to reject any or all proposals.

1.4 Insurance Requirements

The proposer must have a Commercial General Liability insurance policy in an amount of \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate;

- (a) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00
- (b) Workers’ Compensation and Employer’s Liability Insurance: Workers’ Compensation Limits: Statutory-State of Mississippi. Policy shall include a waiver of subrogation in favor of Quitman School District. Employers’ Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
- (c) Quitman School District shall be named as an additional insured on the General Liability Policy and Automobile Policy; and,
- (d) *Certificate of Creditable Coverage to be provided with bid and kept current throughout the term of this contract.*

DAMAGES

Quitman School District will hold the successful bidder responsible for damage caused to buildings or assets of the Quitman School District under all conditions. In addition, successful bidder will be responsible for damages to property of others located on property of Quitman School District.

SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

We extend this proposal to cover the furnishings of labor, supervision, materials and equipment necessary to provide a contract for janitorial services for all buildings. A detailed **Scope of Work** is provided.

2.2 Period of Agreement

The contract shall be for a period of twenty-four (24) months, beginning 8/16/2022, and shall expire on 8/15/2024.

SCOPE OF WORK (Part A & B)

Part A

(All Buildings Of Quitman School District Are Included, except cafeterias)

Daily

- Empty Wastebaskets
- Wipe Glass Surfaces (doors and mirrors)
- Spot Clean Desk Tops (Removal of Graffiti)
- Dust mop floors
- Spot mop floors
- Clean entrances to all buildings (floors, rugs, doors) (interior and exterior)
- Vacuum carpets
- Vacuum walk-off mats
- Clean and sanitize toilets bowls, seats, and urinals
- Clean and sanitize sinks and sink fixtures
- Refill soap, towels, and tissue containers
- Dust and spot clean doors and walls
- Clean/sanitize drinking fountains
- Empty pencil sharpeners
- Clean countertops
- Collect trash from buildings and dispose at central location
- Secure doors and windows and turn off lights at end of day
- Clean and sanitize telephones

Weekly

- Replace all plastic trash liners in waste receptacles or more frequently if needed
- Dust all surfaces including desks, chairs, tables, bookcases, computers to 60” height
- Damp clean baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
- Vacuum chalk/dry erase board rails and/or damp wipe
- Mop all floors
- Remove scuff marks on floors
- Remove and clean under entry mats
- Remove cobwebs
- Remove scum from showers, walls, floors
- Dust all surfaces
- Vacuum floors

Monthly

- Vacuum upholstered furniture
- High dust above head height including shelves, pipes, moldings, etc.

- Remove dust and cobwebs from ceiling areas
- Dust blinds
- Wash and sanitize interior of wastebaskets as needed
- Machine scrub bathroom floors with germicidal disinfectant (schools) (Mop only required for office bathroom floors)

Semi-annually

- Clean carpets to remove stains, spills, and soiled spots

Annually

- Refinish all floors
- Wash walls
- Wet wipe blinds
- Clean Carpets
- Dust Air Vents
- Dust Ceilings
- Vacuum Draperies
- Polish Kick Plates and Hardware
- For annual clean: Prepare with school staff for dates of beginning and ending of cleaning. All buildings must be complete one week prior to school starting.

Part B

Enhanced Cleaning Requirements (Price Separately)

1. One 8 hour person for 5 school locations (see list below) from 7:00 a.m. – 3:30 (M – F) for all school days to wipe and clean all high touch areas at a minimum of three times a day. This includes all high touch areas, hallways, entrance ways, restrooms toilets, sinks, paper towel stations, including but not limited to, door knobs, water fountains refill stations, handrails, light switches, and any other areas as directed by the Principal.
2. In addition to the above personnel, there will be electrostatic misting all areas one time per week, spraying one school per night Monday through Friday.
3. Vendor to provide OSHA approved cleaning materials to do all cleaning as specified above.
4. 5 Locations
 - Quitman Lower Elementary
 - Quitman Upper Elementary
 - Quitman Jr High School
 - Quitman High School
 - Quitman CTE Center
5. **This service is “as needed” due to COVID-19 pandemic.** Quitman School District reserves the right to **cancel** Enhanced Cleaning Requirements prior to the beginning of the school year with a **60-day notice** to contractor. The cancellation of the cleaning services will reduce the annual price by the price quoted for Part B – Enhanced Cleaning.

BID/PROPOSAL SUMMARY SHEET
Janitorial Contractual Services-2022

Superintendent/Board of Trustees
Quitman School District
104 East Franklin Street
Quitman, MS 39355

Gentlemen:

Having examined the specifications outlined on the attached sheets, my firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. We/I, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of a Proposal, Scope of Work and Bid Proposal Summary Sheet. We/I understand that a company officer's signature is required and unless this has been done, our bids may be considered incomplete and therefore rejected. Also, included is:

- 1) A history and background of company, corporate structure and organization to include their number of years in business. Proposer shall have a minimum of three (3) years' experience providing commercial janitorial services.
- 2) Latest financial statements to ensure financial stability of company.
- 3) Three (3) references from commercial work that are similar in size, scope and nature of the project described in these proposal documents. Reference information shall include names, address, telephone numbers of owners or contact person, commencement date of the contract and a short description of the services performed.
- 4) Proof of Insurance Coverage, as indicated.

Annual Price (**Part A – Normal Cleaning**):

\$ _____

Annual Price (**Part B – Enhanced Cleaning – COVID-19**) (Alternate #1):

\$ _____

FIRM NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ADDRESS & TELEPHONE OF FIRM: _____
