



# REQUEST FOR PROPOSALS: Janitorial Services

**Request for Proposals Issued: 04/23/2020**

**Deadline for Submittal of Proposals: 05/07/2020**



## **Instructions**

Perea Elementary School is seeking proposals from qualified **Janitorial Companies** to assist the School with **quality general cleaning**.

Interested firms are invited to submit digital copies in PDF format to Perea Elementary School via email. Proposals should be submitted no later than **May 07, 2020** to the following address: [PESproposals@pereaelementary.org](mailto:PESproposals@pereaelementary.org).

The Request for Proposal (RFP) does not commit to award a contract or pay any cost incurred in the preparation of a proposal responsive to this request. The School reserves the right to accept all or part of any proposal or to cancel this RFP in part or in its entirety. The School further reserves the right to accept the proposal that it considers to be in the best interest of the School.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the School. Firms are responsible for checking periodically for any updates or revisions to the RFP.



## **Requests for Information**

Questions related to this RFP should be submitted via email to Shandra Brooks, Director of Operations, no later than 05/01/2020 at the following address: [brookss@pereaelementary.org](mailto:brookss@pereaelementary.org)

### **I. BACKGROUND**

Perea Elementary is a public charter school located in North Memphis. Opened in Fall 2018, our school brings a unique, nationally acclaimed elementary school model to Memphis. Perea Elementary School applies thoroughly researched practices best to prepare our students academically, socially, and emotionally for success today and tomorrow. Our wholistic approach to education prepares students for success beyond the classroom.

### **II. SCOPE OF WORK**

Perea Elementary School is seeking janitorial companies and is looking for collaboration and assistance from qualified firms who can acceptably provide the following:

#### **Project Purpose(s)**

- **Detailed quality cleaning**
- **Biannual flooring stripping and waxing**

### **III. CONTENTS FOR PROPOSALS**

For proposals to be considered, said proposal must be clear, concise, complete, well-organized, and demonstrate both the respondent's qualifications and its ability to follow instructions.

The proposal shall be organized in the format listed below (excluding attachments and appendices). Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with School requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Restate each item prior to addressing said item.

## **Instruction to Bidders**

### **I. Submittal Letter**

Include the RFP's title and submittal due date, the name, address, email address, and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a period and when the staff proposed is available to work on this project. The person authorized by the firm to negotiate a contract with the School shall sign the cover letter.

### **II. Description of Firm**

This section should provide information regarding the size, location, nature of work performed, years in business, and the approach that will be used in meeting the needs of the School.

### **III. Organizational Structure**

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

### **IV. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the School to benefit from that expertise. Include the size of at least one (1) school with similar demographics and student performance, along with the name of an individual familiar with your work that can be contacted by School staff.

### **V. Project Overview**

This section should clearly convey the consultant's understanding of the nature of the work related to student academic and/or school operational performance and the general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

### **VI. Detailed Work Plan**

This section of the RFP should include a full description of the steps your firm would follow in completing the project. The work description should be in enough detail to show a clear understanding of the work and proposed approach. This section should also include a description of the format, content, and level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included.

**VII. Cost Proposal**

This section must provide a full description of the expected expenditures for the work described in this RFP. The cost proposal must include all costs. Additional costs that must be referenced include, but are not limited to, consultant fees, preparation of deliverables, travel expenses, printing, etc.

**VIII. Proof of insurance**

Upon approval of proposal, contractor must provide proof of \$1Million general liability insurance with Perea Elementary School added as an additional insured on a primary and non-contributory basis.

**IX. Exclusions**

This section must provide a full description of any exclusions for the proposed bid

**Selection Criteria**

**Janitorial firms** submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the School. The selection criteria will include, but not be limited to, the items listed below:

- I. Demonstrated understanding and responsiveness to the RFP
- II. Proposals and experience of firm and personnel named in the proposal
- III. Experience in assisting schools or similar institutions with similar projects
- IV. Project understanding and approach including an understanding of the School
- V. Satisfaction of previous clients
- VI. Oral interview
- VII. Completeness and quality of the proposal
- VIII. Cost proposal

## **Process for Selecting Firm**

Proposals will be ranked in the order of their qualifications. The firm deemed to be the most highly qualified to perform the required work will be selected.

The School may choose to interview any, all, or none of the respondents as may be in the best interest of the School. If interviews are held, the School will notify those companies selected as to the place, date, and time. The School will make investigations as necessary regarding the financial stability of any or all respondents and may require review by the School's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments, and evaluation scores, the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing via email after the conclusion of the selection process.

### Expected Timeline

- **04/23/2020** - Process RFP distributed to vendors
- **05/01/2020** - Deadline for RFP questions
- **05/07/2020** - Proposals due
- **05/30/2020** - School review completion
- **06/15/2020** - Contract fully executed
- **07/01/2020** - Anticipated earliest begin date

\*Late bids will be returned to the bidder unopened

## **Award**

### **I. Evaluation of Bid Proposals**

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring \\ costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and School experience with the vendor. The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of the School will be based on the following: Cost, Safety, Sustainability, Purchasing Power, and Technology.

### **II. Award of Contract**

The award of the Contract will be made to the responsive firm whose bid conforms, as specified in this document, and that is most advantageous to the School, price, and other factors being considered. The School reserves the right to reject any and all bids or part thereof and waive any irregularities.

### **III. Timeline to Start Work**

Start time to begin the work shall be determined after approval.