

**FAX BACK IMMEDIATELY**

**FAX (334) 712-1615**

Attn: Sharla Godwin

RFP 01-19

Custodial Services

When downloading a bid/proposal, you are required to fax this sheet to our office. This allows us to add your firm to the vendor listing to receive addenda to this offering.

For questions, please contact us via email at [shgodwin@dothan.k12.al.us](mailto:shgodwin@dothan.k12.al.us)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

City, State, ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Other: \_\_\_\_\_



DOTHAN CITY SCHOOLS

Facility Department

## NOTICE OF REQUEST FOR PROPOSALS

### RFP 01-19 CUSTODIAL SERVICES

**Last Date & Time to Submit:**

June 10, 2019 at 2:00 PM

**Contact Information:**

2999 Ross Clark Circle

Dothan, AL 36303

Email: [shgodwin@dothan.k12.al.us](mailto:shgodwin@dothan.k12.al.us)

Tel: 334-793-1397

**Request Issued By:**

Tim Holley,

Director of Facilities

**Date:** May 24, 2019

**Contract Period:**

Commencing on or about August 1, 2019 for three years with options for two one-year extensions.

#### Purpose of Bid/Proposal

Dothan City Schools wants to identify and select a vendor to provide comprehensive custodial management services for specified schools and functions as outlined herein. The services to manage hereunder will include custodial services.

**The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:**

1. That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
2. That he/she has carefully examined this Bid/Proposal Invitation, the accompanying Bid/Proposal Forms, and all Terms and Conditions associated with this Bid/Proposal Invitation, and
3. That he/she proposes to supply any products or services submitted under this Proposal Invitation at the prices quoted and in strict compliance with the all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
4. That if any part of this Bid/Proposal is accepted, he/she will furnish all products or services awarded under this Proposal at the prices quoted and in strict compliance with all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
5. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties. Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA). Effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the District of any debarment. Inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
6. That the proposing organization is in compliance with all federal, state, and local environmental codes, laws, and statutes.

\_\_\_\_\_  
Name of Proposing Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Telephone Number of Authorized Representative

\_\_\_\_\_  
Position or Title of Authorized Representative

\_\_\_\_\_  
Fax Number of Authorized Representative

\_\_\_\_\_  
Email Address of Authorized Representative

**RETURN THIS DOCUMENT IN BID/PROPOSAL**

**DOTHAN CITY SCHOOLS  
STANDARD TERMS AND CONDITIONS**

1. **BID/PROPOSAL SUBMISSION:** Bids/Proposals must be submitted utilizing this document only and must reach the Dothan City Schools Facilities Department on or before the hour on the date specified. Late submittals will be returned unopened. Faxed or emailed proposals will not be accepted.
2. **INTERNET DOWNLOADS:** Vendors who have not obtained this solicitation document directly from DCS, or who may have downloaded the document from the DCS website, shall be responsible for immediately notifying DCS of their interest in order to receive all written addenda on a timely basis. Vendors who do not so notify DCS and submit proposals without receipt of all addenda issued may be deemed to have submitted proposals not responsive to this Request for Proposal solicitation.
3. **REJECTION/AWARD:** Dothan City Schools reserves the right to reject any and/or all submittals, to award contracts for individual items as may appear advantageous and to waive all formalities in bidding. Written notice of award mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
4. **DURATION OF SUBMISSION:** Offers must remain open for acceptance for a period of sixty (60) days subsequent to the opening of proposals. No bid may be withdrawn during the period of firm offering.
5. **RECYCLED PRODUCTS:** The District may give preference in purchasing products made of recycled materials if the products meet applicable specifications as to quantity and quality.
6. **SUPPLEMENTAL INFORMATION:** All supplemental information required by the proposal documents must be included with the response. Failure to provide complete and accurate information may disqualify vendor from consideration.
7. **PROPOSAL ERRORS:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however a vendor may be removed from approved vendor list.
8. **USE OF BRAND NAMES:** The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade and/or brand name must be indicated for each article and when omitted, district will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.
9. **UNDUE INFLUENCE:** In order to ensure the integrity of the selection process, vendor's officers, employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's response, directly or indirectly, through any contact with school board members or other district officials from the date this solicitation is released until the award of a contract by the Board of Trustees.
10. **PAYMENT TERMS:** Unless a prompt payment discount with a payment term of at least 10 days is offered and accepted by the District, payment terms shall be Net 30 days from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later.
11. **CONTRACTUAL RELATIONSHIP:** Nothing herein shall be construed as creating the relationship of employer or employee between the District and the Contractor or between the District and the Contractor's employees. The District shall not be subject to any obligations or liabilities of the Contractor or his employees, incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor his employees shall be entitled to any of the benefits established for District employees, nor be covered by the District's Workers' Compensation Program.
12. **INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless the District, its officers, agents and employees, from and against any and all loss, cost, damage, expense and claims, including attorney's fees and liability of any kind for any acts or omission of Contractor, its officers, agents or employees, in performance of contract, so long as the sole negligence of the District is not the cause of the loss, claim, damage expense or cost.
13. **GRATUITIES:** The District may, by written notice to the Contractor, cancel this contract without liability to the District if it is determined by the District that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the DCS with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is cancelled by the District pursuant to this provision, the District shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
14. **ASSIGNMENT-DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by the Contractor without the written permission of the District. Any attempted assignment or delegation by the Contractor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
15. **WAIVER:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
16. **MODIFICATIONS:** This contract may only be modified by a written agreement signed by both of the parties or their duly authorized agents.
17. **INTERPRETATION OF EVIDENCE:** This contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.

**DOTHAN CITY SCHOOLS  
STANDARD TERMS AND CONDITIONS**

18. **APPLICABLE LAW:** This contract shall be governed by the policies of the Dothan City Schools Board of Trustees, laws of the State of Alabama and the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Alabama as effective and in force on the date of this contract. Dothan City Schools Board Policies can be accessed on the web at [www.dothan.k12.al.us](http://www.dothan.k12.al.us)
19. **ADVERTISING:** Contractor shall not advertise or publish, without the District's prior consent, the fact that the District has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
20. **LEGAL VENUE:** Both parties agree that venue for any litigation arising from this contract shall lie in Bexar County, Texas.
21. **DELIVERY TERMS AND TRANSPORTATION CHARGES:** F.O.B. Destination, UNLOADED, unless delivery terms are specified otherwise in proposal. All deliveries, unless specified otherwise in the contract or order document, will be made to the campus or department specified, between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday, except on school holidays. The delivery shall be made and articles shall be placed inside the school building or district facility in the room or rooms designated, at no additional charge. The title and risk of loss of the goods shall not pass to the District until the District actually receives, accepts, and takes possession of the goods at the point or points of delivery. The place of delivery shall be that set forth in any subsequent duly authorized purchase orders.
22. **SPECIAL TOOLS & TEST EQUIPMENT:** If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the District and to the extent feasible shall be identified by the Contractor as such.
23. **WARRANTY-PRICE:** The price to be paid by the District shall be that contained in the Contractor's bid which the Contractor warrants to be no higher than Contractor's current prices on orders by others for products of the kind and specification covered by this contract for similar quantities under similar or like conditions and methods of purchase. In the event Contractor breaches this warranty, the prices of the items shall be reduced to the Contractor's current prices on orders by others, or in the alternative, the District may cancel this contract without liability to District for breach at Contractor's actual expense. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the District shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
24. **WARRANTY-PRODUCT:** Contractor shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the District. Contractor warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation, and to the sample(s) furnished by Contractor, if any. In the event of a conflict between the specifications, drawings and descriptions, the drawings and descriptions shall govern.
25. **WARRANTY-SAFETY:** Contractor warrants that the product sold to the District shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the District may return the product for correction or replacement at the Contractor's expense. In the event the Contractor fails to make the appropriate correction within reasonable time, correction made by the District will be at the Contractor's expense. Additionally, no asbestos in any form may be used in the manufacturing or processing of any product purchased by the District. If any product called for by name in this specification should contain any asbestos material, the contractor must notify the Purchasing Office immediately for the name of a suitable substitute asbestos-free product.
26. **WARRANTY-INFRINGEMENT:** As part of this contract for sale Contractor agrees to ascertain whether goods manufactured in accordance with the specifications attached to this contract will give rise to the rightful claim of any third person by way of infringement or the like. The District makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall the District be liable to the Contractor for indemnification in the event that Contractor is sued on the grounds of infringement or the like. If Contractor is of the opinion that an infringement or the like will result, he will notify the District to this effect in writing within two weeks after the signing of this contract. If the District does not receive notice and is subsequently held liable for the infringement or the like, the Contractor will hold the District harmless (if the Contractor in good faith ascertains that production of goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void except that the District will pay the Contractor the reasonable cost of his search as to infringements).
27. **RIGHT OF INSPECTION:** The District shall have the right to inspect the goods before accepting them.
28. **FUND AVAILABILITY:** Any purchase order resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the DCS Board of Trustees or otherwise not made available to the District.
29. **RIGHT TO ADDITIONAL COMPETITION:** Judson ISD occasionally purchases very large quantities of specific items and expressly reserves the right to purchase these and other similar items via other competitive methods if deemed in the best interest of the District.
30. **TERMINATION:** The District reserves the right to terminate all or any part of the undelivered portion of any order resulting from this bid solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the vendor or, if it is deemed in the best interest of the District, for convenience.



## SPECIFIC TERMS, CONDITIONS AND INSTRUCTIONS

1. **SCOPE OF PROPOSAL:** The selected firm shall furnish all necessary resources (including but not limited to personnel, training programs, support, equipment, materials, services and supplies) to implement a program which improves efficiency and effectiveness of the District's custodial services.
2. **DISTRICT BACKGROUND:** Dothan City Schools is a public school district encompassing 89.7 square miles in the city of Dothan, Alabama in Houston County. The District is accepting bids on 6 sites an average daily attendance of 4,830 students. These 6 sites contain approximately 634,661 permanent square feet.(Dothan HS including DTC, Dothan Preparatory, Hidden Lakes, Highlands, Slingshuff).
3. **TYPE AND TERM OF CONTRACT:** This is a negotiable price/requirements contract under which the District shall meet its requirements for the services described in the proposal document from the successful vendor for the duration of the contract. The contract is projected to commence on or about August 1, 2019, for a three year period with options, at the District's discretion, for 2 additional one year extensions.
4. **CONFLICT OF INTEREST:** Any vendor doing business with or seeking to do business with the District **and** has an employment or business relationship with an officer of the District or a family member of the officer **or** has given an officer of the District, or a family member of the officer, one or more gifts with the aggregate value, excluding any gift described in the same section must submit a Conflict of Interest Disclosure Form. Disclosure forms may be downloaded from the District's website webpage. District personnel are not able to provide legal advice to vendors on this or any other legal matter. If a vendor has questions, they are advised to consult their attorney. **Vendors are reminded that this form is only required to be submitted if an actual conflict exists.**
5. **SITE VISIT:** Site visits are available and highly encouraged. To schedule a brief tour of a sampling of facilities, please contact Tim Holley the Director of Facility Services. It is the responsibility of each firm to become fully informed as to the nature and extent of the work required and its relation to any other condition, including possible interference from academic or other activities.
6. **INSURANCE REQUIREMENTS:** The awarded vendor must provide a certificate of insurance to the District certifying the following coverage levels and listing the District as a named insured prior to conducting any business. Coverage shall remain in force throughout the life of the contract.
  - a. Automobile Liability Insurance shall cover all owned, non-owned, hired vehicles in the amount of \$100,000/300,000 bodily injury, \$100,000 property damage or a combined limit of \$500,000.
  - b. General Liability Insurance shall provide the minimum coverage of \$5,000,000 per incident and \$10,000,000 aggregate.
  - c. Workers Compensation Insurance shall provide the minimum coverage of \$500,000 for all employees of awarded vendor.



- d. Employer's Liability Insurance shall provide a minimum of \$500,000 limit.
7. **PERSONNEL:** The successful contractor must provide all personnel necessary to perform the contracted services. All employees shall be authorized to work legally in the United States. All personnel should be direct employees of the contractor unless sub-contracting has been approved in writing by the District.
- a. The successful contractor must provide all personnel necessary to perform the contracted services. All employees shall be authorized to work legally in the United States. All personnel should be direct employees of the contractor unless sub-contracting has been approved in writing by the District.
- b. All employees of the selected firm must undergo a criminal background check prior to beginning work. No employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a child may be employed. Documentation of background checks shall be made available upon request by authorized District personnel.
- c. English is the recognized language used in the District. Although it is not a requirement that all of the selected firm's employees speak English, it is a requirement that the overall supervisor and the lead person on each campus be able to speak, write and understand English, in order to properly understand and communicate instructions.
- d. Contractor agrees to not hire any current District staff members without approval.
- e. Contractor's personnel must be easily identified by uniform and identification badge which shall be provided by the vendor.
- f. If contractor elects to use sub-contracted labor – a payment bond must be issued protecting the District from any liability due to non-payment. Additionally, the proposed contractor must submit documentation
- g. with the submitted proposal that the proposed sub-contractor has sufficient means and experience in the type of work proposed.
8. **FACILITIES:** The District agrees to provide suitable central office and storage spaces at each location including furniture, utilities, telephone, and internet services. (If needed)
9. **PRICING AND PAYMENT:** Base contract pricing will be set annually and may be amended with agreement by the District and the contractor with the following conditions:
- a. Start Up – pricing will include all costs associated with start up of services.



- b. CPI Adjustment – An adjustment
  - c. based on the Consumer Price Index will be considered on each anniversary of the contract.
  - d. Adjustment for Changes in Service – An adjustment based on change in services or scope will be negotiated between the parties and will be effective upon the change.
  - e. Other Changes – Minimum wage increases, tax rate changes, mutual decisions to alter staffing, and other similar circumstances may be considered reason for review and/or negotiation of contract pricing.
10. **EQUIPMENT:** The selected firm shall evaluate existing custodial capital equipment and shall provide, as a part of the contract all supplemental custodial operational equipment and vehicles necessary to accomplish the work required under the contract. Equipment provided by the firm will become the property of the District as it is depreciated. The firm should be prepared to demonstrate how its equipment decisions fit into the overall Management Plan for the District.
- a. Operational Equipment – Supplemental non-fixed operational capital equipment (such as cleaning carts, floor machines,) will be provided by the selected firm.
  - b. Vehicles – supplemental vehicles if needed will be provided by the selected firm.
  - c. Fixed Equipment – supplemental permanent equipment (or components thereof which increase the life expectancy of the equipment) and building/grounds components with a value of \$1,000 or more and a useful life of more than 3 years (such as air conditioning units, motors, boilers, pumps, kitchen equipment, renovation and construction projects, flooring, furnishings) will not be provided by the selected firm.
  - d. Each party shall be responsible for maintenance, repair, insurance and replacement of its respective operational equipment and vehicles.
11. **QUALIFICATIONS:** A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The District may require evidence of qualification, including:
- Evidence of appropriate licensing to perform the work specified.
  - Experience record showing expertise and success in similar work.
  - Proof of substantial experience managing public school contracts.
12. **REGULATORY COMPLIANCE:** The selected firm will comply at all times with all regulations governing the services provided as a result of this RFP, and the District will fully cooperate with such efforts by the firm. The selected firm must be licensed to do business in the State of Texas.
13. **STATEMENT OF WORK:** All facilities listed in **EXHIBIT A** are included as part of this scope of work.
- a. Develop and implement a plan to improve the appearance and functionality of all buildings and grounds, to create and maintain a cleaner and safer environment for students and to more effectively support the



education mission.

- b. Create value driven and cost effective custodial services and related functions that contribute to achievement of District mission and strategic initiatives.
- c. Determine and implement appropriate levels of staffing for custodial operations and related functions.
- d. Implement a system to improve individual and team productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
- e. Enhance personnel development through a program of motivation, in-service education, training and recognition.
- f. Insure the implementation of a comprehensive training and development plan for all positions within the functions managed.
- g. Provide advanced training and development for those who desire to take advantage of such opportunities at all levels of staff.
- h. Provide leadership and support to the District with specific expertise in custodial, finance, legal, regulatory compliance and other areas which will add value to the operation.
- i. Provide on-site management with significant experience in facilities operations and significant leadership capability.
- j. Determine appropriate deployment and use of technology, tools and manpower (including recommended staffing levels and upgrading of capital equipment requirements) for custodial operations.
- k. Improve performance through the utilization of specialized tools, equipment, technologies and processes.
- l. Introduce a systems approach and quality assurance program which will define, establish, quantify, maintain, evaluated and adjust desired levels of service.
- m. Provide for the collection and recording of all data required for the implementation of the information system as a tool for ongoing planning, review, record keeping and decision making.
- n. The awarded vendor will provide all custodial supplies and purchased services necessary to accomplish the work required under the contract.
- o. Provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.



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- p. Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
- q. Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate.
- r. Recommend programs to ensure the District complies with local, state and federal regulations and other regulatory agencies as they apply to operations managed.
- s. Assist in the collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
- t. Maintain on file documents and certification of compliance with the requirements of applicable local, state and federal codes and regulations.
- u. Make recommendations to administration to facilitate compliance with applicable building codes, fire prevention codes, state and/or federal occupational health and safety codes, and life safety codes, as appropriate.
- v. Maintain good safety practices and keep equipment, workspaces and shops in safe and acceptable condition.
- w. As requested, assist in preparation of external and internal disaster plans.
- x. Make and record a variety of regular facility inspections designed to assess all aspects of the program.
- y. Maintain records of schedules and work accomplished for review by the District upon request.
- z. Seek regular evaluation by the District in determining the quality of services provided by the firm.

Written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business practice.

Line and staff support personnel available on a scheduled and as needed basis, to provide effective quality, technical support and consulting capabilities. All such support personnel will be on the payroll of the firm.

- aa. Provide standardization of the custodial program.

Provide training, management and direction of all custodial personnel in the performance of their respective duties.



- bb. Insure that necessary supplies and equipment are provided for the custodial staff to use in proper performance of their duties.
- cc. Provide daily work schedules and project schedules.
- dd. Provide a computerized custodial management system including building and room inventory, scheduling, personnel information and asset tracking.
- ee. Provide adequate cleaning coverage for both evening and day activities.
- ff. Provide custodial staff to accommodate such activities as opening of the building, closing of the building, lunch room monitoring, extracurricular activity coverage (non-school related activities will incur a charge for use of facilities and provision of personnel), and other duties commonly associated with school district operations.
- gg. Initial collection and input into the firm's computerized maintenance system of all data required for the system to operate as designed. This will include the provision of leadership and labor necessary to collect and input such information.
- hh. It is the intent of the District to enter into a contract with a firm which can provide, upon request of the District, additional resources related to the custodial operations, as may be needed from time to time.

#### 14. CUSTODIAL DUTIES

- a. Daily Duties When Students Are In School. The custodial staff will perform the following duties daily during days that students are in school. These duties will be provided by district staff with one custodian at each location with contractor providing a second person for DHS and Dothan Preparatory to work during the day. (Monday through Friday):
  - i. Classrooms, Laboratories, Auditorium and Shop Areas
    - Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
    - Spot clean glass in doors and partitions and on the inside of windows to remove smudges.
    - Empty pencil sharpeners.
    - Spot clean walls, doors and ledges as needed.
    - Vacuum clean the traffic patterns on any carpets (four days each week) and check for spot cleaning. One day each week vacuum entire carpet.
  
    - Dust mop hard surface floors. Sweep rough wood or concrete floors.
    - Spot mop hard surface floors as necessary.
    - Clean sinks and replenish paper towels.
  
    - Rearrange furniture as needed.



ii. Rest Rooms

- Thoroughly sanitize/service rest rooms after school each evening and police as necessary (at least 3 times during the school day).
- Remove trash to collection point.
- Refill paper towel, soap and toilet paper containers.
- Clean and sanitize floors and disinfect plumbing fixtures, including all basins, bowls and urinals, inside and outside, shower nozzles and lavatory and shower faucets.
- Polish mirrors and bright work.
- Damp wipe partitions with disinfectant.
- Spot clean walls.
- Clean shower area, removing body oil and soap film build-up, sanitize all surfaces and clean water drains of debris.
- Clean soap dishes.
- Remove graffiti.
- Check to be sure plumbing is operational; that there are no stoppages or leaks.

iii. Offices, Lounges and Conference Rooms

- Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
- Dust clear areas of furniture tops, shelves, sills and ledges as needed.
- Spot clean glass in doors and partitions. Wipe dry as needed.
- Clean any sinks or other rest room fixtures in offices in accordance with the rest room cleaning procedure.
- Dust mop hard surface floors with a dust mop. Sweep wooden or concrete floors.
- Spot mop hard surface floors only to remove very heavy soil.
- Vacuum clean traffic patterns on carpeted floors four days each week. Vacuum clean the entire carpeted area on day each week.
- Rearrange furniture as needed.

iv. Entrances, Lobbies and Hallways

- Empty waste from waste receptacles.
- Damp wipe soiled receptacles.
- Replace plastic liners daily.
- Clean smudges and soil from glass in partitions and doors.
- Vacuum any carpets or mats and check carpets for spot cleaning.
- Dust mop floors.
- Spot mop or machine scrub floors as necessary to remove heavy soil.
- Clean and sanitize water fountains.
- Spot clean smudges on walls, door facings and doors.



v. Kitchens, Cafeterias, Lunchrooms

- The cafeteria floors will be scrubbed with a floor scrubber on a daily basis by the contractor. All cleaning of kitchen, kitchen storage and serving areas will be provided by food and nutrition department staff. All cleaning supplies, tools and equipment for these areas will be provided by the food and nutrition department.

b. During School

- i. Sweep and mop spills and major pieces of litter from the floor.
- ii. Empty waste from waste receptacles as needed.
- iii. Clean tables and chairs for breakfast and lunch.

c. After School (Provided by the contractor)

- Dust mop and damp mop or machine scrub floors daily.
  - Scrub spots where soil is heavy.
  - Spot clean walls, ceilings and arrange furniture.
  - Clean glass partitions and doors.
  
  - Damp wipe tabletops and chairs with a mild germicidal disinfectant.
  - Vacuum carpeted areas thoroughly.
  - Clean and sanitize drinking fountains.
- ii. Locker Rooms, Dressing Areas and Gyms, Fieldhouse (DHS)
    - Empty and clean waste receptacles.
    - Damp clean benches and furniture.
    - Spot clean walls, furniture and lockers
    - Wet mop floors with germicidal solution.
    - Dust and spot mop gymnasium floors daily.
  - iii. Showers
    - Remove pieces of soap and other foreign matter.
    - Wet mop floors with germicidal solution.
    - Wipe down walls with germicidal solution.

iv. Stairways



- Spot clean walls.
- Spot mop treads which are heavily soiled.

Vacuum carpets and spot clean as necessary.

v. Indoor Policing of Entrances, Lobbies, Halls and Other Public Areas

- Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
- Keep matting and runners clean and dry at entrances. Vacuum if necessary. Spot mop to remove tracked in water or soil.
- Keep waste receptacles emptied as required.
- Pick up any items that have been dropped on floors.
- Clean any spillage or soiled spots on floors with a mop. Spot clean spills on carpets.

vi. Indoor Policing of Rest Rooms

- Empty rest room trash receptacles as required.
- Check and refill dispensers.
- Spot clean soiled basins, toilet seats or any other fixtures or partitions.
- Clean and disinfect any spillage or soiled spots on the floors.

vii. Outdoor Policing

- Empty waste receptacles and replace plastic liners.
- Keep walkways clear of debris.
- Remove obvious debris from grounds, athletic areas, fence lines and parking areas.

d. Weekly Duties, The custodial staff will perform the following duties weekly (unless otherwise noted) during days that students are in school:

i. Classrooms, Laboratories, Libraries, Auditorium and Shop Areas

- Thoroughly mop hard surface flooring with a mild sanitizing solution.
- Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- Damp wipe doors.
- Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot clean them to remove heavy soil, heavy markings or

graffiti.

- Dust vertical furniture surfaces, wall vents and vertical wall trim.
- High dusting.
- Clean doorknobs, push plates and kick plates.
- As needed burnish finished hard surface floors. (at least one time per week)



- Dust mop after burnishing. Burnish finished concrete floors monthly.

Rest Rooms/Fieldhouse at DHS

- Damp wipe vertical surface with a mild sanitizing disinfectant.
- De-lime urinals.
- Clean door knobs, kick plates and push plates.
- Check ceilings for cobwebs and remove as required.
- Dust ledges, vents, partitions and light fixtures above sinks.
- As needed machine scrub rest room floor with a mild sanitizing disinfectant.

ii. Offices, Lounges and Conference Rooms

- In areas that have ceramic, concrete, terrazzo or resilient tile floors, damp mop or machine scrub the entire area.
- Completely vacuum carpeted areas.
- Dust vertical furniture surfaces, wall vents and vertical wall trim.
- Clean door knobs, push plates and kick plates.
- Check ceilings for cobwebs and remove as required.
- Burnish or spray buff hard surface floor traffic patterns every week. Burnish or spray buff entire floor monthly.
- Clean telephones with a mild sanitizing disinfectant.

iii. Entrances, Lobbies and Hallways

- Clean entranceway glass.
- Completely damp mop ceramic, concrete, terrazzo and resilient tile floors.
- Dust vertical furniture surfaces, wall vents and vertical wall trim.
- Dust windowsills, ledges and furniture tops
- Vacuum return air vents.
- Clean brass doorknobs, rails, push plates on doors, kick plates on doors and other pieces of brass trim.
- Check ceilings for cobwebs and remove as required.
- Shampoo or extract carpeted areas monthly (entrances and lobbies), quarterly (hallways) or as needed.
- Wipe baseboards (entrances and lobbies).
- Once per week, burnish or resilient tile and terrazzo floors.



iv. Cafeterias, Lunchrooms

Burnish or spray buff finished resilient flooring surfaces.

- Vacuum upholstered furniture.
- Clean doorknobs, push plates and kick plates.

v. Locker Rooms, Dressing Areas and Gyms, Fieldhouse at DHS

- Thoroughly mop or machine scrub under moveable gym seats (monthly).
- Thoroughly vacuum floor areas.
- Clean showerheads, handles and other washroom hardware using a mild germicidal disinfectant.
- Thoroughly damp wipe vertical wall and locker surfaces within 6 feet of floor level with a mild germicidal disinfectant.
- Remove cobwebs.
- Clean doorknobs, push plates and kick plates.

vi. Stairways

- Dust mop. Dust handrails and any windowsills or ledges.
- Completely damp mop treads.
- Wash handrails.
- Wash stair risers (monthly) to remove soil, scuffs and shoe marks.

vii. Minimal Service Areas, Mechanical Areas

- Mechanical areas to be cleaned by maintenance staff.
- No storage is permitted in these areas.

viii. Outside Policing

- Remove cobwebs and debris from overhangs and walls.

e. Annual and Semi Annual Project Cleaning. Project cleaning will be scheduled for the following on an as needed basis:

- i. Resilient and hard surface floor care, including machine scrubbing, stripping and refinishing,
- ii. shower scrubbing and recoating, burnishing, terrazzo maintenance, degreasing, etc.
- iii. The stripping and refinishing should be done once a year applying 8 coats of finish to complete.



- This will include all hard surface floors including cafeteria floors. This should be done over the
- iv. summer break.
  - v. A top coat to all hallways and cafeterias should be top scrubbed and 4 coats of finish to complete. And this should be done over the winter break yearly. All kitchens floors should be scrubbed with a degreaser and rinsed every summer.
  - vi. Carpet care, including spot cleaning, damp buffing, light extraction and deep extraction processes.
  - vii. Polish furniture.
  - viii. Wash walls, locker exteriors and waste receptacles.
  - ix. Wash Venetian blinds.
  - x. Vacuum and shampoo or extract upholstered furniture.
  - xi. Wash interior and first floor exterior windows.
  - xii. Clean and wash lighting and mechanical diffusers.

**Miscellaneous Responsibilities.** It is understood that, in each school, the custodians (particularly on the day shift) are there to support the school principal and staff. Various scheduled and unscheduled needs which arise from time to time and which are generally to be met by the custodial staff include the following:

- xiii. Raising and lowering of flags.
- xiv. Opening and closing of the facilities during normal school operating hours, generally 7:00 a.m. to 10:00 p.m. Administrative and support buildings will generally be opened by others and closed by custodial staff after cleaning. The custodial staff will be responsible for securing buildings at the end of each day of operation or after special events, whichever is later.
- xv. Morning check of functional integrity of the building hot water, heat, leaks, etc. This will not be required in schools that have assigned maintenance technicians.
- xvi. Routine cleaning of hard wood floors in gymnasiums, stages and other areas will be a requirement of the contract. Others will be responsible for screening and periodic total refinishing
- xvii. (sanding, striping and recoating).





- xviii. Removal of trash and debris on the grounds, from the building to the street, on a scheduled basis. Mowing and other grounds duties will be the responsibility of others.
- xix. The District allows its facilities to be rented by private groups and organizations for use after school hours. The selected firm will be responsible for staffing special events and performing set-up, tear-down and cleaning services according to an agreed upon hourly rate per employee. The
- xx. staff will also be responsible for opening and securing facilities in conjunction with such events.
- xxi. Routine and project cleaning during fall, winter, spring and summer breaks.
- xxii. Furniture moving within buildings.
- xxiii. Changing of light bulbs not requiring special maintenance equipment (such as a lift) unless provided by District, nor requiring special knowledge or handling.
- xxiv. Set ups for meetings and graduations
- xxv. Post class schedule activity clean ups
- xxvi. Assisting in receiving of supplies
- xxvii. Incidental graffiti removal on the interior of the building
- xxviii. Reporting observed safety hazards
- xxix. Scheduling work around evening classes if applicable
- xxx. Other duties assigned by the principal and within the scope of the Agreement.

15. **PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **June 03, 2019 at 2:00 PM**. The conference will be held administration building located at 2999 Ross Clark Circle, Dothan Alabama 36301. Attendance is not mandatory, but suggested. Someone should be in attendance to represent the proposed bidders.

16. **PROPOSAL INQUIRIES:** **All inquiries concerning this Bid/Proposal must be received no later than June 10, 2019 at 2:00 PM.** Inquiries pertaining to this bid should be identified by title, date and bid number and should

be submitted to the Maintenance Department either by mail, fax or email. Inquiries by telephone will not be accepted.



**PROPOSAL EVALUATION:** In determining to whom to award a contract, the district shall consider: (1) the purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) the extent to which the goods or services meet the district's needs; (5) the vendor's past relationship with the district; (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.

Award criteria shall be based on the following point system;

20 points	Overall Proposal
20 Points	References
20 Points	Experience
40 Points	Proposed Price
<hr/>	
100 Points	Total

17. PROPOSAL OPENING: Any submissions submitted may be opened and reviewed upon receipt.

18. PROPOSAL REQUIREMENTS: Proposals should be as thorough and detailed as necessary so that the District may properly evaluate the capabilities of the firm to provide the required services. Each firm is required to submit completely the following items.

- a. A complete response to the RFP.
- b. Each participating firm shall conduct a management study, provide a thorough and comprehensive analysis and develop a concept of operations, and shall submit a written Proposal detailing the manner in which the objectives set forth in this RFP shall be achieved. Within the framework set forth herein, each firm will be expected to bring its own unique style and approach to the process.
- c. A minimum of any public school district clients for whom the firm is currently providing services of the same or substantially similar scope as outlined herein. Include the dates of service, the client name, address, and the name and telephone of one or more administrators who have responsibility for the relationship. These references must be of comparable size or complexity as the District.

**DOTHAN CITY SCHOOLS  
CUSTODIAL SERVICES  
RFP 01-19**



- e. Evidence of experience in services similar to those described herein for at least a five year period.

providing

**Addresses for the locations out for bid.**

B.

- a. Dothan HS/DTC- 3902 Reeves Street, Dothan Al 36303
- b. Dothan Preparatory- 1236 S. Oates Street, Dothan Al 36301
- c. Hidden Lakes- 1475 Prevatt Road, Dothan Al 36301
- d. Highlands- 1400 S. Brannon Road, Dothan Al 36305
- e. Slingluff- 4130 Westgate Parkway, Dothan Al 36303

**PROPOSAL SUBMISSION: Submit One set** of the Proposal in a sealed, plainly marked envelope/container. Proposals submitted by facsimile or email will not be accepted.

**To properly process the envelope containing your response, it shall be marked:**

**Custodial Services  
RFP 01-19  
May 21, 2019 - 2:00 PM**



## Submission Checklist

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### SECTION 1 – FORMS

- Notice of Request for Proposal - Form A

### SECTION 2 – INSURANCE

- Sample Certificate(s) of Insurance  
General Liability, Automobile, and Worker's Compensation  
with issuing agent's contact information listed on the certificate

### SECTION 3 – COMPANY DATA

- Company History and Structure
- Vendor Reference Sheet – Form E
- Financial Reports/Stability Information

### SECTION 4 – PROPOSAL

- Transition Plan
- Service Delivery and Quality Assurance Description
- Executive Summary  
(one page document which summarizes why your company offers the best value for the District)
- Proposal Submittal – Form F

**Failure to include any of these items with your bid/proposal response  
may subject your proposal to disqualification.**

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RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

Form E

## Bid/Proposal Submittal Form

Having read all terms & conditions of this proposal, I submit the following pricing on behalf of my company. I further understand that all proposed pricing includes all labor, material, insurance, and any other expenses involved in the rendering of services or the delivery of goods specified in the proposal documents and that no changes beyond the stated in the proposed pricing may be billed to the District.

DESCRIPTION	PROPOSED ANNUAL PRICING
Custodial Services	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE