

**Johnson County Central Public Schools
Request for Proposals (RFP)
Contracted Custodial Services**

Basic Information – Johnson County Central Public Schools is a small school system located in southeast Nebraska. The two campuses are in Tecumseh and Cook.

Purpose – Johnson County Central is soliciting Proposals from interested and qualified Proposers to provide custodial services at two locations in Tecumseh and Cook.

Schedule

RFP Release.....March 10, 2016
Mandatory pre-bid meeting and walk through.....March 15, 2016
Deadline for Receipt of Written Email Questions Only – jack.moles@jccentral.org.....March 28, 2016
Deadline for Receipt of Proposals.....12:00 p.m., March 29, 2016
Closed Proposal Opening.....12:00 p.m. March 30, 2016
Interview top three candidates.....7:00 p.m. on April 6, 2016
Board approval.....April 13, 2016

Proposer Requirements - Should the Johnson County Central Board of Education (JCCBOE) elect to proceed with this project, the successful Proposer will be required to enter into an Agreement with the school district for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this RFP.

Terms of Agreement - Any Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and the JCCBOE and will be set forth in the Agreement. The contract shall begin on June 1, 2016 and end on May 31, 2017. Furthermore, “the contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.”

Accordingly, proposals should be for the periods June 1, 2016-May 31, 2017, June 1, 2017-May 31, 2018, and June 1, 2018-May 31, 2019. During this multi-year agreement, the contract will renew automatically at the end of each contract year if the Board does not notify the vendor in writing of its non-renewal intent by April 30 of the same year.

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice.

Payment- Invoices must be submitted by the end of the month, with payment by the Board 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.

Description of Needs of Service

To provide janitorial services, supplies and supervision to the following locations:

Johnson County Central High School	358 N. 6 th	Tecumseh, NE
Johnson County Elementary School	358 N. 6 th	Tecumseh, NE
Johnson County Middle School	407 N. 1 st	Cook, NE

Additionally, qualified proposer will provide the following:

- All cleaning equipment, supplies, and labor.
- Provide a Director of Custodial Services to manage the employees assigned to our facilities, and provide that director with a cell phone so that Johnson County Central administrators can contact that Director 24 hours a day.
- Provide vehicles to move equipment and supplies from location to location.
- Preferred rates for special conditions and events
- Photo ID badges for all janitorial personnel
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Nebraska. Criminal background checks on all employees must be maintained on file by the successful bidder. All personnel must be processed through E-Verify. Successful bidder must provide E-Verify number and a signed affidavit when the bid is submitted and by January 1st of each contract year.

Specifications for Custodial Services

I. 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 special events. Daily clean and mop all tile and vacuum carpeted floors. No cleaning in the kitchen will be required. Proposals should include details of this cleaning and should be specific as to exactly what will be included.
- c. Provide "Team Cleaning" plans for holidays and summer breaks.
- d. Proposal should include a plan for stripping and waxing tile floors annually, scrubbing and recoating of all common area VCT three times per year, and professionally cleaning all carpets twice a year, summer and Christmas break.
- e. Proposal should address how your company will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special functions. 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. Proposal must include plans for screening and refinishing two secondary wood gym floors in the elementary school and middle school buildings.

II. Services to be Performed Outside Buildings

- a. Walkways, porches and sidewalks will be swept or blown daily and pressure cleaned annually.
- b. Outside of windows will be cleaned twice per year.
- c. Litter (paper, cans, bottles, sticks, etc.) will be picked up from areas directly adjacent to the three main buildings daily.
- d. The football field restrooms will be cleaned at least one school day prior to AND

- after major events (i.e. football games, track meets).
- III. Proposals must describe a plan for continuous supervision of custodial staff.
 - IV. Proposals must describe a plan for continuous training of custodial staff.
 - V. Proposals must describe a plan for the technical support of cleaning products, equipment, and cleaning methods.
 - VI. 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 Johnson County Central.
 - VII. 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.
 - VIII. Proposals must include a general description of how the company will cover for employees who are absent.
 - IX. Walls must be cleaned. Proposals must describe any limits on cleaning walls, ceilings, and windows above 10 feet high.
 - X. Proposals must include a provision for an administrator in the company to conduct a walk thru of selected facilities at least once per calendar quarter.
 - XI. Proposals should include a plan to employ any JCC employees that are willing to work after their contracted JCC hours.
 - XII. Proposals should include a plan for providing competitive bidding for all supplies.
 - XIII. Proposals must include E-Verify number and Contractors Affidavit.
 - XIV. Proposals must include all insurance information requested in this RFP.

Proposal Delivery Instructions –

Proposals shall consist of one original and six copies.

Submit proposals in a sealed envelope to:

Jack D. Moles
Superintendent of Schools
Johnson County Central Public Schools
358 N. 6th St.
Tecumseh, NE 68450

Proposals will be received until 12:00 p.m. CDT on March 29, 2016 (**No Proposals will be accepted after this time**). To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Custodial RFP". 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 regardless of time of delivery. One original and six copies of each proposal should be sent or delivered to Johnson County Central Public Schools.

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

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

Insurance - Acceptable to JCCBOE with limits no less than \$2 million and workers' compensation coverage as required by applicable statute. Upon request by the Superintendent of Schools or JCCBOE President, Respondent shall provide JCCBOE evidence of such coverage.

Assignment - Any attempt by supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of JCCBOE void the contract.

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

Compliance with Law - The vendor shall comply with all applicable federal, state and local statutes, regulations, ordinances or other legal requirements that apply to it or JCCBOE.

Inconsistencies in Conditions - 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.

Indemnity - Respondent shall indemnify, defend and hold harmless JCCBOE 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, by or attributable to Respondent and (iii) any act or omission attributable to Respondent.

Sequence of Events

March 9, 2016 Advertise in Tecumseh Chieftain and Penny Press

March 15, 2016 Mandatory pre-bid walk through

March 29, 2016 Receipt of Proposals by Johnson County Central Public Schools

March 30, 2016 Evaluation of Proposals by JCCBOE Buildings and Grounds Committee completed

April 6, 2016 Presentations by and interviews of three highest ranked firms

April 13, 2016 Recommendation of selected firm to JCCBOE

(Interview and BOE recommendation dates are subject to change)

Proposal Sheet
Contract price for Custodial Services
Proposal Deadline is March 29, 2016

1. Total contract price for custodial services June 1, 2016 through May 31, 2017	\$
2. Total contract price for custodial services June 1, 2017 through May 31, 2018	\$
3. Total contract price for custodial services June 1, 2018 through May 31, 2019	\$
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: _____