

REQUEST FOR PROPOSAL
TO PROVIDE CUSTODIAL SERVICES

POPLARVILLE SCHOOL DISTRICT

Poplarville Municipal Separate School District
302 S. Julia Street
Poplarville, MS 39470

J. Scott Necaie,
PSD Maintenance Dept. Director

601-795-4728

School Campus observations will be held on January 23, 2024 from 9:30 am to 12:00pm.

Mandatory Pre-Proposal Meeting for Questions & Clarifications will be held at PSD Central Office, 302 S. Julia Street, Poplarville, MS on January 25, 2024 at 11:00 am.

Bids/Proposals for “Janitorial Contractual Services- SY 2024-2025” Poplarville Municipal Separate School District (PSD), as listed in the Request for Proposal will be received at the Central Office Board Room until February 7, 2024 at 9:30 am.

*PSD is not liable to any cost incurred by The Proposer prior to the signing of Contract.

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

**Poplarville Municipal Separate School District
302 South Julia Street
Poplarville, MS 39470
Attn. Jonathan Scott Necaise,
(Maintenance Dept. Director)**

Bids/Proposals should be sealed and clearly marked “Custodial Services - 24-25”. For questions or to schedule a site visit, contact J. Scott Necaise, Maintenance Dept. Director, 601-795-4728.

Sincerely,
PSD Maintenance Dept. Director,
J. Scott Necaise,

1.1 Purpose

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

PROPOSAL

Qualifications and Experience

The Poplarville School District is requesting proposals from qualified contractors to provide Custodial 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 custodial 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.
- 5) Employee Benefit packages.

1.2 Proposal Submittal

Proposals will be received at:
Poplarville Municipal Separate School District
302 S. Julia Street

Poplarville, MS 39470

Proposal should be marked – “**Custodial Services – 2024-2025**”. Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Poplarville 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 9:30 am, Monday, February 7, 2024.

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 \$11.00/hour for all personnel**.

Background Checks/I-9 Forms – The contractor will be required to furnish Poplarville School District with background/criminal record checks and I-9 forms for each employee before they start work at any location. Contractor must inform the PSD Maintenance Director of any staff changes, immediately.

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 workmanlike 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 custodial procedures, as well as chemicals and solvents being utilized during the cleaning process. The contractor must provide Poplarville 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 programs. 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 Poplarville 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 Poplarville 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 Poplarville 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, Poplarville 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 Poplarville 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 Poplarville School District, considering price and other factors considered. Poplarville School District reserves the right to reject any or all proposals.

Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including certifications
(25 points)
- b) Methodology (project/service approach)
(20 points)
- c) References
(10 points)
- d) Total Bid Estimate
(30 points)
- e) Employee Benefits/ care packages
(15 points)

Proposals shall be evaluated and scored by a selection committee. The selection committee may, at request interviews with any and all proposers to gather additional information to be used in the evaluation Interviews may or may not be held on the premises of the Poplarville School District. Any costs such a preparation associated with the interview process will be borne solely by the proposers.

At the discretion of the selection committee, proposals deemed to be among the highest scores may be on a shortlist. Only the most qualified proposals shall have their fees opened and considered.

The City reserves the right to request a best and final offer (BFO) and to re-score evaluations based on best and final offer. Proposers may be required to provide clarification of their proposal as part of t

response.

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 Poplarville School District. Employers' Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;

(c) Poplarville 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

Poplarville School District will hold the successful bidder responsible for damage caused to buildings or assets of the Poplarville School District under all conditions. In addition, the successful bidder will be responsible for damages to property of others located on property of Poplarville 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 custodial services for all buildings. A detailed **Scope of Work** is provided.

2.2 Period of Agreement

The contract shall be for a period of twelve (12) months, beginning 07/01/2024, and shall expire on 06/30/2025.

SCOPE OF WORK (Part A & B)

Part A

(All Buildings Of Poplarville 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)
- Vacuum carpets (interior and exterior)
- 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 completed two weeks prior to school starting.

Part B

Enhanced Cleaning Requirements (Price Separately)

1. One 8 hour person for 4 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. (4) Locations

o Poplarville Lower Elementary

o Poplarville Upper Elementary

o Middle School of Poplarville

o Poplarville High School (& Athletic Facilities)

5. **This service is “as needed” due to COVID-19 pandemic.** Poplarville 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

Custodial Services-2024/2025

Superintendent/Board of Trustees

Poplarville Municipal Separate School District
302 S Julia Street
Poplarville, MS 39470

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 the 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 the 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.
- 5) Employee Benefit packages.

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

\$ _____

Extra Duty(after hours) cost per hour, per employee(ex: Friday night football games, Special Events, etc.) If Needed.

\$ _____

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

\$ _____

FIRM NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ADDRESS & TELEPHONE OF FIRM: _____
