

BID #03-2022
SPECIFICATIONS
Cleaning and Custodial Services

FISCAL YEAR
2021-2022

OWNER

Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021

Date: October 2021

BID #03-2022

THE BOARD OF DIRECTORS AT EATON ACADEMY will RECEIVE BIDS UNTIL 3:00pm, Friday, October 29, 2021. NO BIDS WILL BE ACCEPTED AFTER THIS TIME.

**TO PROVIDE THE
Eaton Academy
CLEANING AND CUSTODIAL SERVICES**

Bidder's Instructions:

BIDS ARE TO BE SUBMITTED IN ACCORDANCE WITH THE PLANS AND/OR SPECIFICATIONS IN THE ATTACHED REQUEST PROPOSAL (APPENDIX A) TO PROVIDE CLEANING AND CUSTODIAL SERVICES FOR EATON ACADEMY. IT IS THE VENDOR'S RESPONSIBILITY TO ASSURE THAT THE INFORMATION NECESSARY TO EVALUATE THE PROPOSAL IS INCLUDED IN A MANNER THAT IT CAN BE READILY DETERMINED BY DISTRICT STAFF THAT THE INFORMATION IS INCLUDED.

THE BOARD OF DIRECTORS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY IRREGULARITIES THEREIN AND TO ACCEPT ANY PART OR ALL OF ANY BID DEEMED TO BE FOR THE BEST INTEREST OF THE SCHOOL DISTRICTS. EACH ITEM IN THE BID WILL BE EVALUATED SEPARATELY, AND MAY BE AWARDED SEPARATELY. MISSING OR INCOMPLETE INFORMATION MAY RESULT IN ZERO POINTS AWARDED FOR THE CATEGORY BEING EVALUATED.

EACH ACADEMY'S BOARD OF EDUCATION OR ITS AUTHORIZED AGENT/S SHALL HAVE THE RIGHT TO REJECT ANY BID THAT DOES NOT COMPLY WITH THE AGREED PLANS AND/OR SPECIFICATIONS.

SPECIFICATION DEVIATIONS AND/OR ALTERNATIVES SHOULD BE CLEARLY INDICATED IN THE PROPOSAL, AND INDICATED BY SPECIFICATION LISTING WHAT THE DEVIATION IS, WHY SUGGESTED AND BENEFIT TO THE SCHOOLS. PRICE DIFFERENTIALS FOR THE MODIFICATIONS TO THE BID ARE TO BE INDICATED AS AN ALTERNATE BID AND WILL ONLY BE ACCEPTED IN CONJUNCTION WITH A COMPLETED BID WHICH MEETS THE REQUIREMENTS OF THIS BID PACKAGE.

IF YOU WISH TO RECEIVE INTERPRETATIONS OF THE BID, YOUR REQUEST WILL RECEIVE CONSIDERATION FROM THE BUSINESS OFFICE. IF A CHANGE IN SPECIFICATIONS IS FOUND DESIRABLE, EATON ACADEMY WILL NOTIFY ALL BIDDERS BY MAIL AND POSTPONE BIDDING DATE IF NECESSARY.

BIDDERS ARE NOT PERMITTED TO TAKE ADVANTAGE OF ANY ERRORS OR OMISSION IN SPECIFICATIONS SINCE NEW INSTRUCTIONS WILL BE GIVEN SHOULD THEY BE CALLED TO OUR ATTENTION NOT LESS THAN TWO (2) WORKING DAYS BEFORE BIDS ARE DUE.

BID #03-2022

THE COST OF ALL SERVICES, PER ATTACHED BID SHEET, **MUST BE COMPLETED**. THE "BID SHEET" SHALL APPEAR AS THE FIRST PAGE OF YOUR PROPOSAL WITH COMPANY'S NAME, ADDRESS, PHONE, AND CONTACT PERSON LISTED.

THE COMPLETED APPENDIX "A" PROPOSAL SHEETS SHOULD BE THE SECOND PAGE FOLLOWED BY DOCUMENTATION, PICTURES AND OTHER LITERATURE DESCRIBING YOUR PRODUCT.

QUESTIONS SHOULD BE ADDRESSED TO THE ATTENTION of the principal of Eaton Academy Todd Yarch:
todd.yarch@eaton-academy.com or (586)777-1519.

INTERESTED PARTIES SHOULD SUBMIT AN ORIGINAL AND TWO (2) COPIES OF THEIR PROPOSALS.

ALL BIDS SHOULD BE ENCLOSED IN A SEALED ENVELOPE, ENDORSED ON THE OUTSIDE "**CLEANING AND CUSTODIAL SERVICES**" AND ADDRESSED TO:

Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021
ATTENTION: Julius McDougal
CUSTODIAL PROPOSAL

OFFICIAL STATEMENT BY RESPONDENT

Proposal must contain statements to the following effect, signed by an individual authorized to bind the Contractor.

1. The Contractor has read, understands, and agrees to the term and conditions set forth in the RFP.
2. The terms and conditions set forth in the proposal will remain open for at least 90 days from the deadline for submission of proposals.
3. The Contractor is not aware of any conflict of interest regarding the performance of work for the LEA.

SELECTION PROCESS

Eaton Academy will base award on several evaluation factors including, but not limited to bid specifications, pricing, availability, documentation requirements, and delivery terms.

Proposals will be evaluated based on the following criteria:

- A. Pricing as outlined in Section D of this document.
- B. Proposed service solution
 - a. Daily Service
 - i. Number of proposed resources allocated (daily and periodic cleans);
 - ii. Shifts associated with each resource.
 - iii. Work schedules associated with each shift; and
 - b. Periodic Cleaning Service (Weekly, Monthly, and Seasonal)
 - i. Number of proposed resources allocated

BID SHEET

**BID #03-2022
Board of Directors**

**Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021**

Due Date: OCTOBER 29, 2021

Having read the entire bid package issued by the Board of Directors at Eaton Academy for services related to Cleaning and Custodial Services and having attached to this Bid Form all of the required documents, the undersigned proposes to provide services. If in the best interest of both schools, the vendor has the option to provide additional services throughout the school year ending June 30, 2022.

Any additional charges above the quoted costs are subject to negotiation with Eaton Academy and are only for items not specified in this bid package.

BASE BID: (Separate Sheet for Each Proposal) – Proposal Option # _____

- Provide cost proposal as a yearly rate based on a 11-month contract.

Please circle one:

The Vendor (agrees, does not agree) to provide identical services throughout the school year ending June 30, 2022, at the same price.

PROPOSED SUBMITTED BY:

FIRM _____ **TELEPHONE #** _____

E-MAIL ADDRESS _____

ADDRESS _____

WEBSITE _____

SIGNATURE **TITLE** **DATE**

(THIS SHOULD BE THE FIRST PAGE OF THE RETURNED PROPOSAL)

APPENDIX – A.

(Cleaning and Custodial Services – Bid #03-2022)

A. DESCRIPTION OF SERVICES

The selected Respondent will be required to perform the Services and furnish the Deliverables described in this Section. Respondents should address their competencies with respect to each component when responding.

The selected Respondent will be expected to perform the following Services:

a. General Assurances:

- i. Provide information for all services and person(s) that will participate (with credentials and experience) in maintenance and janitorial services, specifically in a school setting. Include how long the business has been in operation in this field and other relevant information related to those services;
- ii. Ensure that all employees receive a local, state and FBI background screening prior to employment;
- iii. Provide proof of licensure with the appropriate federal, state and local licensing agencies;
- iv. Comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, State of Illinois Statutes, and all associated rules and regulations.
- v. Ensure that all employees are drug- screened prior to employment;
- vi. Provide a minimum of two (2) customer references for similar work.
- vii. Be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents. The successful Bidder shall also be responsible for all injuries to persons caused by its staff, equipment or supplies.

b. Expected Services:

- i. Coordinate all janitorial activities required;
- ii. Ensure the safety of all students, staff and visitors while performing janitorial duties;
- iii. Ensure the cleanliness, tidiness and sanitary standards of the facility are maintained at all times;
- iv. Ensure floor areas being worked on will have adequately positioned caution signs;
- v. Ensure janitorial storage rooms are kept clean and orderly;
- vi. Be responsible for all injuries to persons caused by its staff, equipment or supplies;
- vii. Floor areas being worked on will have adequately positioned caution signs;
- viii. Wear adequate safety equipment for the tasks involved and train their employees on the safe use of hazardous materials in the workplace;
- ix. Ensure all containers of hazardous materials are clearly identified, labeled and stored at all times.
- x. Appoint an experienced Supervisor to be responsible for all the work required under the contract. The Supervisor shall be readily accessible to CICS personnel at all times and have communication equipment (cell phone or pager).
- xi. With regards to health and safety issues during normal hours, they are to be reported to the school Principal or designee. Report any issues immediately to the Principal if outside of normal working hours (contact information will be provided)

B. SCOPE OF WORK

Eaton Academy is looking for proposals that address, at a minimum, the services listed above. It is expected that the services outlined will cover the following spaces in the school building: classrooms, libraries, media centers, cafeterias, stairwells, restrooms, hallways, offices, parking lots, surrounding grounds.

The quote should highlight required staffing levels and account for all staffing (including overtime rates), material, and equipment necessary for the work. Environmentally friendly products are to be used where possible. The quote should also highlight whether or not it includes additional equipment that increases efficiency such as a ‘walk-behind floor scrubber’.

For guidance in developing your proposal, below is a sample schedule of work to be completed for each area of the building:

DAILY	
Service Areas	Specific Services
Classrooms, Hallways, Stairs, Library/Media Center, Cafeteria, Kitchen, and Parking Lot	<ul style="list-style-type: none"> • All trash receptacles to be emptied and trash removed to the School dumpster. • Broom-sweep all non-carpeted areas. • Vacuum all carpeting, in traffic lanes and offices areas. • Dust mop hard surfaces floors with a non-treated dust mop • Mop hard surface floors to remove any spillage or soil in all areas (classrooms – 2X per week) • Mop floors with disinfectant. • Damp wipe entrance metal and finger marks on interior glass (lower level) • Use a high co-efficient disinfectant for proper sanitation. • Power-vacuum all carpeting, taking care to get into corners, along edges and beneath furniture. • Wipe all tabletops in cafeteria - after breakfast, in between each lunch period and after all lunches are completed. • Clean up the cafeteria after breakfast and before, after and between lunch periods • Pick up trash and waste after breakfast and snacks in the classroom or anytime • Clean and polish drinking fountains. • Polish all stainless steel surfaces. • Pick up trash and debris from parking lot/courtyard/grounds. • Vacuuming of all carpets.

WEEKLY/MONTHLY

Service Areas	Specific Services
Hallways, Library, Stairways, Cafeteria, and Kitchen	<ul style="list-style-type: none">• Dust all vertical and horizontal surfaces of desks, file cabinets, chairs, tables, bookshelves, and other furniture and furnishings (W)• Clean all windows & doors (interior & exterior) (M).• Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. (W)• Scrub VCT flooring with automatic scrubber (M).• Mop stairways and wipe rails (W)• Weekly buff all hard surface floors in public areas (hallways, cafeteria, lobbies, etc.

SEMI-ANNUAL (SEASONAL)/AS-NEEDED SERVICES

Service Areas	Specific Services
Classrooms, Hallways, Library, Labs, Kitchen	<ul style="list-style-type: none">• Buff and recoat all hard surface classrooms.• Machine strip all tile floors, taking care to get into corners, along edges and beneath furnishings.• Rinse, reseal and refinish all tile floors. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations. If baseboards, walls and furniture become splashed, marred, disfigured or damaged; these areas will be addressed at the successful bidder's expense.• Deep cleaning/shampooing of all carpeting.• Deep cleaning of kitchen – all surfaces and equipment (interior/exterior)

a. Standards for Service

The janitorial needs of a school are substantially different than those of buildings of a comparable size, such as offices. As such, proposals should address specifically the level of cleanliness that will be attained with the given quote. Using Appendix B (APPA Levels of Cleanliness) as a guide, respondents should provide a quote for Level 1 or 2 Cleanliness. Additionally, please reference Appendix C, the U.S. Department of Education Guidelines (pages 17 and 18), for recommended staffing levels for school cleaning services. These guidelines are derived based on square footage. As such Appendix D provides square footage for each school building.

The U.S. DoE also provides the following benchmarks for how many building square feet can be assigned to one custodian in an 8 hour shift in order to meet each level of cleanliness:

- 1) Spotless cleaning – 10,000 to 11,000 square feet
- 2) Intensive cleaning – 18,000 to 20,000 square feet
- 3) Cleaning required to ensure the health and comfort of building users – 28,000 to 31,000 square feet
- 4) Cleaning not generally acceptable for a school environment – 45,000 to 50,000 square feet
- 5) Cleaning that is not considered healthy – 85,000 to 90,000 square feet

The cleanliness, tidiness and sanitary standards of the facility are to be maintained at all times. Floor areas being worked on will have adequately positioned caution signs. Janitorial storage rooms must be kept clean and orderly. The successful Bidder must fulfill all obligations in compliance with all applicable laws and regulations including the Occupational Health and Safety Act.

b. Initial Clean of Premise

Eaton Academy would like the Selected Respondent to perform a deep clean of the premise that would in effect constitute a seasonal clean. The seasonal clean will be executed from June 30, to July 31. The associated quote should be reflective of the number of hours and resources needed to fully execute this service.

Among the tasks associated with this deep clean would at minimum be the following:

- Buff and recoat all hard surface classrooms.
- Removal and disposal of accumulated trash items.
- Machine strip all tile floors, taking care to get into corners, along edges and beneath furnishings.
- Rinse, reseal and refinish all tile floors. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations. If baseboards, walls and furniture become splashed, marred, disfigured or damaged; these areas will be addressed at the successful bidder's expense.
- Deep cleaning/shampooing of all carpeting.
- Deep cleaning of kitchen – all surfaces and equipment (interior/exterior)

C. CONTRACT TERM

The initial contract term will be for a period of one (1) year effective upon awarding of the bid with two subsequent (1) year options to renew.

D. PRICING

Bid must include all labor, cleaning materials and supplies/equipment (consumable and non-consumable). Bids must provide pricing along the following lines:

- a. Price for the initial term;
- b. Price for the two (1) year renewal options;
- c. Labor rates (ST, OT, PT) for all resources considered in the bid; and
- d. Price for the summer deep clean.

E. RESPONSIBILITY AND CONTROL OF THE WORK

The successful Bidder shall be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents. The successful Bidder shall also be responsible for all injuries to persons caused by its staff, equipment or supplies. The successful Bidder must be knowledgeable of and abide by all provisions of legislative enactments, by-laws and regulations in regard to safety.

The successful Bidder and its employees must wear adequate safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored at all times.

Any health and safety issues should be reported immediately to the security guards if outside of normal working hours. During normal hours, they are to be reported to the Facility Engineer, School Director or Director of Operations

F. APPOINTMENT OF SUPERVISION

The successful Bidder shall appoint an experienced Supervisor to be responsible for all the work required under the contract.

The Supervisor must be acceptable to Eaton Academy and have the authority to receive on behalf of the Bidder any order or communication relating to the work on this contract.

The Supervisor shall be readily accessible to Eaton Academy personnel at all times and have communication equipment

(cell phone or pager).

G. UNSUITABLE WORKER

The successful Bidder will, at the request of Eaton Academy, remove from the Work Site any person employed at the campus who, in the opinion of Eaton Academy or the school director, is incompetent or who has been conducting him or herself improperly. The successful Bidder will not permit any person(s) removed to remain on or return to the campus.

H. STAFF UNIFORMS

The successful Bidder will ensure all staff is supplied with uniforms and that they are worn at all times.

I. SECURITY/KEYS

All keys entrusted to the successful Bidder for the fulfillment of this Contract must be fully protected at all times. Keys lost will be the responsibility of the successful Bidder to have the locks re-keyed. All rooms must be secured after cleaning by ensuring all windows are closed and locked. All exterior doors are required to be locked at night.

J. OPERATING HOURS

The successful Bidder will perform year-round cleaning (daily, weekly, monthly, and seasonal). Daily hours of operation during the school day will be 6AM to 11PM, Monday through Friday. Hours of operation during school breaks (winter, spring, and summer) will be determined annually based upon school operations and work volume.

The successful Bidder shall plan the work while keeping disturbances to the students, staff and visitors of the School to a minimum. Eaton Academy is responsible for providing a schedule of school activities to the successful Bidder in advance to allow for scheduling of janitorial activities. Janitorial work must be scheduled to ensure the facilities will be cleaned prior to the school activity.

K. ASSIGNMENTS

The successful Bidder shall not make any assignments or any subcontract for any without the permission from Eaton Academy.

L. PROCURMENT OF MATERIALS AND USE OF EQUIPMENT

In the event that Eaton Academy supplies certain equipment to enable the successful Bidder to do the work, then such equipment must not be removed from the premises without the consent of Eaton Academy.

M. VANDALISM

The employees of the successful Bidder will report to the Facility Engineer, School Director or Operations Director any vandalism and/or damages to equipment and the building discovered during their work on campus. They will also notify the above of any repairs required.

N. INSPECTION AND SUPERVISION

The facility manager will inspect the facilities on a regular basis and review with the successful Bidder when it is felt that the work is not adequate or complete. The successful bidder shall address all safety related concerns immediately. All non-safety related concerns shall be addressed within 24 hours.

O. LABOR

The successful Bidder is to indicate the number of employees who will be engaged in taking care of all janitorial services. Please specify the number of staff required for both daytime and night cleaning services.

P. TERMINATION OF CONTRACT

The contract will naturally expire at the end of the contract term. Eaton Academy reserves the right to terminate the Contract at any time. In the event of termination, payment will be made for all services rendered up to the date of termination.

Q. RESPONDENT DELIVERABLES

Respondents will submit the following documents in order to be considered a complete and viable proposal for consideration:

- a. Pricing as outlined in Section D of this document.
- b. Proposed service solution
 - i. Daily Service
 1. Number of proposed resources allocated (daily and periodic cleans);
 2. Shifts associated with each resource;
 3. Work schedules associated with each shift; and
 - ii. Periodic Cleaning Service (Weekly, Monthly, and Seasonal)
 1. Number of proposed resources allocated