

**REQUEST FOR PROPOSALS  
(RFP)**

Issue Date: September 21, 2020 RFP No.: 2020 – 01 FACILITIES Title: Janitorial/Custodial Services

Commodity Code: 91039

Issuer: Powhatan County Public Schools/Powhatan County Government Department  
of Facilities  
4290 Anderson Highway  
Powhatan, VA 23139

Initial Period of Contract: One year from Date of Award (Anticipate January 1, 2021 to December 31, 2021).

Bid Bond: Bid Bond must be included with the sealed proposal.

Sealed Proposals: Proposal must be sealed and clearly marked "Proposal for Janitorial/Custodial Services". Proposals Will Be Received Until **2:00 PM EST on Monday, October 19, 2020**. Proposals received after the 2:00 PM deadline will be marked late and returned unopened.

***A Mandatory Pre-Bid Conference will be conducted at the issuer's address at 10:00 AM on October 12, 2020 with PCPS/COUNTY site visits to follow. Powhatan County site visits will be held on Tuesday, October 13, 2020 at 10:00 AM starting at the Powhatan County Administration Building.***

Inquiries: All Inquiries For Information Should Be Directed To the Director of Facilities:

Dr. Jason S. Tibbs

Ph: (804) 598-5700

Fax: (804) 598-5705

E-mail: [jason.tibbs@powhatan.k12.va.us](mailto:jason.tibbs@powhatan.k12.va.us)

If proposals are mailed, send directly to issuing agency shown above. If proposals are hand delivered, deliver to: Powhatan County School Board Administration Building, Department of Facilities, 4290 Anderson Highway, Powhatan, VA 23139 ATTN: Dr. Jason S. Tibbs

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated by Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed upon By Subsequent Negotiation.

Name and Address of Firm:

\_\_\_\_\_ By: \_\_\_\_\_ (Signature  
in Ink)

\_\_\_\_\_ Name: \_\_\_\_\_ (Please  
Type or Print)

\_\_\_\_\_ ZIP \_\_\_\_\_ Email: \_\_\_\_\_ FEI/FIN

\_\_\_\_\_ Phone Number: \_\_\_\_\_ Date:

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**SECTION I.....PURPOSE AND BACKGROUND**

**A. PURPOSE**

Powhatan County Public Schools of Powhatan, Virginia (hereinafter referred to as PCPS) and The County of Powhatan, Virginia (hereinafter referred to as the County) is seeking proposals from qualified Janitorial/Custodial Service Providers (hereinafter referred to as **Provider/s**) to perform custodial services for five (5) of its schools, Administration Building (Pocahontas Landmark Center) and Powhatan Transportation Facility for a total of seven (7) facilities.

**PCPS prefers to issue one contract for all seven (7) facilities, but will consider multiple providers as outlined in Option I, II, and III below. The County of Powhatan prefers to issue one contract for five County owned buildings (Option IV).** Providers may submit a Primary proposal for all twelve (12) facilities, as well as a proposal for the four options. Proposers may also choose to only submit a proposal for one of the options.

The Proposal Options are as follows:

1. **Primary Proposal** – Provide custodial services as detailed in the specifications for Powhatan High School, Powhatan Middle School, Flat Rock Elementary School, Pocahontas Elementary School, Powhatan Elementary School, Pocahontas Landmark Center and Powhatan Transportation Facility.
2. **Option I** – Provide custodial services as detailed in the specifications for Powhatan High School, and Flat Rock Elementary School.
3. **Option II** – Provide custodial services as detailed in the specifications for Powhatan Middle School, and Powhatan Elementary School.
4. **Option III** - Provide custodial services as detailed in the specifications for Pocahontas Elementary School, Pocahontas Landmark Center and Powhatan Transportation Facility.
5. **Option IV** – Provide custodial services for three County owned buildings – County Administration Building – approximate 12,180 sf, Human Services Building – approximate 15,876 sf, Powhatan County Public Library – approximate 15,600 sf, Pocahontas Landmark Center – Gymnasium – 14,000 sf approximate, Skaggs Road – Administration Annex – 6,750 sf approximate.

**B. BACKGROUND**

Powhatan County Public Schools provides public education (PK – 12) for the school age residents of Powhatan County, Virginia. Please visit the division website at [www.powhatan.k12.va.us](http://www.powhatan.k12.va.us) for more information.

**SECTION II.....SCOPE OF WORK**

**A. PROGRAM REQUIREMENTS**

- 1. General – The **Provider** shall furnish all supervision, cleaning personnel, equipment, supplies, tools, and other materials as required for custodial services for **PCPS/COUNTY**. In general, the overall requirement is to provide complete afternoon and evening custodial services as required for the schools.
- 2. Level of Cleanliness – It will be the responsibility of the **Provider** to provide custodial services for **PCPS/COUNTY** in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. Based upon the five Association of Physical Plant Administrators (AAPA) levels of Cleaning Standards, the **Provider** must provide cleaning standards close to level 2.

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- 3. Facility Space - To the extent possible, additional detailed information will be furnished **Providers** upon request. However, through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal. Facility floor plans are attached as Attachment D.

The PCPS/COUNTY facility square footage, staffing and student levels are as follows:

	Square	Staffing	Student
Facility Footage	Population	Population	
Flatrock Elementary	96,428	88	641
Powhatan High	261,000	105	1,446
Pocahontas Elementary	92,687	90	762
Powhatan Middle	141,706	105	974
Powhatan Elementary	67,555	58	421
Powhatan Transportation	2,391	15	-
PCPS Admin Building	14,000	32	-
TOTALS	675,767	493	4,244

The Powhatan County facility square footage are as follows:

Facility Footage	Square
County Administration Building	12,180
Human Services Building	15,876
Powhatan County Public Library	15,600
Pocahontas Landmark Center - Gymnasium	14,000
Skaggs Road - Administration Annex	6,750
TOTALS	43,656

**B. CONTRACT**

- 1. Award – **PCPS/COUNTY** intends to award a contract, assuming that satisfactory proposals are received. If an award is made it will be for a 12-month period, beginning on the date of the contract (January 1,

2021 through December 31, 2021), with renewal provisions to award four one-year extensions.

Extensions will be made based upon the recommendations of the authorized representatives of **PCPS/COUNTY** and the **Provider**. Final approval for any extensions shall be made by the School Board of **PCPS/COUNTY**. In case of extensions, the cost per month, which was submitted in the **Provider's** proposal, may be increased or decreased.

During extensions contract costs may be changed in accordance with any change that may have occurred in the United States Consumer Price Index (South Region) over the preceding twelve months effective 45 days prior to the termination of the contract period in question.

2. Termination/Cancellation – **PCPS/COUNTY** reserves the right to cancel the contract upon ninety days' written notice for reasons of non-performance within the terms and conditions of this request for proposal or of conditions beyond our control such as inadequate funding. Either Party may cancel contract with a 90 day written notice.

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- a. Payments - Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Approximately 20 working days will be required for payment. Invoices for PCPS Facilities will be forwarded to PCPS for processing and payment. Invoices for County Facilities will be forward to Powhatan County for processing and payment.
- b. Performance Bond - Upon award of contract, the successful vendor may be required to furnish a performance bond, cashier's check, or letter of credit in the amount of 5% of total award as surety of full and faithful performance within the scope and terms of the contract.

A firm authorized to do business in the State of VA and signed or countersigned by a resident agent must draw all bonding documents.

- c. Insurance – The **Provider** shall maintain Insurance Coverage at all times during the contract period as follows:
  - a. Workman's Compensation - Statutory Limits
  - b. Comprehensive general liability for bodily injury in the sum of \$300,000 each person and \$500,000 each occurrence and \$50,000 property damage, including personal injury.
  - c. Automobile liability insurance with basic limits \$300,000/\$500,000 and \$50,000 each occurrence and 50,000 property damage, including personal injury.
  - d. Umbrella liability limits net loss limits of liability \$1,000,000 each occurrence and \$1,000,000 each aggregate.
  - e. The bidder shall furnish the Powhatan County Public Schools certificates of insurance within 21 working days after acceptance of a contract.
  - f. Powhatan County Public Schools must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.
6. Addenda - Any "Addenda" or Instructions to Bidders issued by **PCPS/COUNTY** prior to the RFP due date and time shall be considered a part of this document and shall become a part of the contract, if awarded.

### **C. RESPONSIBILITIES OF THE PROVIDER**

1. Personnel - All matters pertaining to the recruitment, screening, hiring, and retention shall be the

exclusive responsibility of the **Provider**. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management and statutory requirements for school divisions.

Only those personnel who have been properly trained shall be assigned duties under this contract.

All personnel shall be dressed in a manner authorized by the **Provider**. The personnel shall be neat and clean in appearance. Uniforms shall be worn which fully identify the worker as a member of the **Provider's** work force.

No employee who has a police record other than minor traffic violations may be assigned duties under this contract. **Provider** shall be responsible for the submission of police clearance record within 24 hours upon request.

**Provider** will pay at least the minimum wage rate. **Provider** will pay all taxes pertaining to his employees as required by law. All employees will be bonded in the amount of \$50,000 (3rd Party Fidelity Bond). *Crime Insurance coverage for all employees & volunteers may be accepted in lieu of Bond.*

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Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the authorized **PCPS/COUNTY** representative.

The **Provider** shall provide the specified hours of employee time they intend to provide on a daily basis in order to comply with the specifications.

2. Safety - The **Provider** shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, and the School District's students, staff and faculty. The **Provider's** day employee will be responsible to see that the school heating and cooling (HVAC) systems are functioning and report to the HVAC Supervisor or HVAC staff by 7:00 a.m. of any problems with the HVAC system.
3. Security - The **Provider** shall be responsible for training employees in security requirements of **PCPS/COUNTY**, and shall be responsible for the enforcement of the same. The School District's Security requires that we provide them with a list of all personnel hired by name, social security number, date of birth, sex, race and address. The **Provider** shall have a police check for all employees with the County Police Department prior to employment. Additionally, each employee shall be informed of the following:
  - a. The **Provider** shall be responsible for safeguarding against loss, theft, or damage of all **PCPS/COUNTY** property, materials, equipment and accessories which might be exposed to the **Provider's** personnel.
  - b. Guns, knives or other dangerous weapons shall not be allowed on any **PCPS/COUNTY** property.
  - c. Alcohol and drugs are prohibited on any **PCPS/COUNTY** property.
  - d. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the contractor and employees will be approved by the Administration of the **PCPS/COUNTY** and will be controlled by personnel that will be named after award of the contract. In any event the **Provider** shall be fully responsible for the security and appropriate use of the keys which may be issued.

Additionally, **Provider** shall be fully responsible for the replacement of any keys that are lost.

4. Supervision - All supervision as required for the execution of those contractual responsibilities assumed by the **Provider** shall be done by the **Provider** or his/her designated representative.
5. Damage - The **Provider** shall be responsible for the repair/replacement to the satisfaction of the **PCPS/COUNTY** representative of any damage to the facility caused by any employee of the **Provider**.
6. Equipment/Supplies/Materials - The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the **Provider's** responsibility.

**PCPS/COUNTY** will provide locked storage spaces, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism.

All equipment shall be maintained properly, and kept in clean condition.

A listing of all chemicals and equipment, which will be used by the successful **Provider**, must be submitted for approval prior to initial service under the contract. Changes may be made only after duly authorized.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained for all chemicals used in the cleaning processes.

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The **Provider** must furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of the **PCPS/COUNTY**.

7. Emergencies - All emergency conditions shall be promptly reported to the **PCPS/COUNTY** authorized representative.
8. **Provider's** Representative - A representative of the **Provider** shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.
9. Scheduling Housekeeping - All housekeeping shall be done with a minimum of disruption to normal business operations and school functions.
10. Program Responsibility - The **Provider** shall assume full responsibility for the **PCPS/COUNTY** housekeeping program as defined herein, after written notice of a contract award, and upon the effective date of the contract.
11. **Provider's** Responsibility - The **Provider** shall be responsible for filling all dispensers with towels, hand soap, cups and tissues. They will also be required to replace trash can liners as needed.
12. Recalling - The **Provider** must provide service for recall if proper cleaning has not been performed the previous night. If an area is not clean when a **PCPS/COUNTY** representative reports to work, the **Provider** must have an employee on the job within one hour to start cleaning. The **Provider** must include in their proposal the emergency phone number to be used for these recalls and the individual contact name.



13. Snow Removal - The **Provider** will be responsible for the removal of ice and snow from entrances to facilities, including sidewalks. The **Provider** is to provide salt or *magnesium chloride* to melt snow.
14. **PCPS/COUNTY** shall be the sole judge as to whether the **Provider** has accomplished the housekeeping specifications outlined in the contract.
15. Extra Work or Emergency Services - The **Provider** shall be available to perform extra work or emergency services. Emergency and/or extra work will be determined and authorized by **PCPS/COUNTY**. Specialties may include community functions, dances, banquets, or other functions. **Provider** will inform the school principal as to whether a function will be an extra billing.

#### **D. RESPONSIBILITIES OF PCPS/COUNTY**

1. Utilities - All necessary utilities will be furnished by **PCPS/COUNTY**.
2. Storage - **PCPS/COUNTY** shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.
3. Trash Disposal - **PCPS/COUNTY** shall furnish in a reasonable convenient location a container for use by the **Provider** in the removal of waste paper, trash, debris, etc.
4. Keys - Keys which may be required by the **Provider** and employees will be furnished by **PCPS/COUNTY**.

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5. **PCPS/COUNTY** Representative - After the award of contract the **PCPS/COUNTY** representative will be named. This representative shall be available, within reason, any time for consultation and liaison purposes, and communications from the **Provider** shall be handled through this person.

#### **E. PERFORMANCE EVALUATION**

1. Monthly Evaluation - On at least a monthly basis, and more often if mutually agreed upon by the **PCPS/COUNTY** and **Provider** representatives, a thorough evaluation of each facility from a housekeeping perspective shall be made. During the first six months of the contract an evaluation of each facility shall be accomplished on a bi-weekly basis.
2. Method of Evaluation -
  - a. Evaluator(s) - The **PCPS/COUNTY** representative shall make the evaluation of each facility.
  - b. Procedure - The form entitled "Custodial Evaluation Form" (Attachment D), or a similar document designed with the mutual consent of **PCPS/COUNTY** and **Provider** shall be utilized. The intent will be to document those areas where cleaning services are not satisfactory and to serve as written notification to the **Provider** that corrective actions are required.
3. Rating Scale - The rating scale as shown on the attached Housekeeping Evaluation Form shall be interpreted as follows:

- a. E: A condition indicating continuous care and attention, and approximately the initial condition at the time of installation.
- b. G: A condition indicating care and attention, though improvements may be made.
- c. F: A condition indicating laxity, but which can be corrected without much effort.
- d. P: A condition indicating neglect over a comparatively short time, but which can be corrected without much effort.
- e. VP: A condition indicating complete neglect over a long period.

4. Standards

- a. Floors - Rating of G or better required. Lower ratings must be corrected within two days.
- b. Restrooms - Rating of E required. Lower ratings must be corrected within one day (normal School District operational day).
- c. Furniture - Rating of G required. Lower ratings must be corrected within one day.
- d. Ledges/Surfaces - Rating of G required. Lower ratings must be corrected within one day.
- e. Entrance Ways - Rating of E required. Lower ratings must be corrected within one day (one normal School District operational day).
- f. Walls - Rating of G required. Lower ratings must be corrected within one day.
- g. Venetian Blinds - Rating of G required. Lower ratings must be corrected within one day.
- h. Chalkboards/White Erase Boards - Rating of G required. Lower ratings must be corrected within one day.
- i. Waste Containers - Rating of G required. Lower ratings must be corrected within one day.
- j. Janitor's Closets - Rating of G required. Lower ratings must be corrected within one day.
- k. Storage Areas - Rating of G required. Lower ratings must be corrected within one day.
- l. Stairwells - Rating of G required. Lower ratings must be corrected within one day.

5. Penalties

- a. Penalties may result from deficiencies in staff support. To insure staff support levels are per contract terms, all staff are required to sign in and out each day through a time management system provided

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by PCPS/COUNTY. This is required to monitor adherence to staffing levels per the contract, enhanced building security, as well as contract tracing if needed.

**SECTION III.....PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

**A. GENERAL INSTRUCTIONS:**

1. RFP Response - In order to be considered for selection, **Providers** must submit a complete response to this RFP, and it shall be outlined and identified by sections of the RFP to facilitate comparative evaluation of various proposals, and eliminate or reduce the requirement for evaluators to search the proposal for key responses. In preparing the proposal, **Providers** should consider the evaluation and award criteria as discussed in Section IV.
2. Copies of Proposal – Each proposal shall contain one original and five (5) complete separately bound copies. Failure to comply will result in rejection of proposal. The original shall be marked **original copy** and prices shall be included in the original proposal. If any section of the **Providers** proposal is marked proprietary and/or trade secrets and justification of such is given in writing the offer shall also supply one (1) redacted copy of their proposal removing all such privileged information.
3. Submission of Proposals - Proposals must be submitted to the PCPS Director of Facilities. No other

distribution of the proposal shall be made by the **Providers**.

4. Ownership of Proposals - Ownership of all data, materials, and documentation originated and prepared for **PCPS/COUNTY** pursuant to the RFP shall belong exclusively to **PCPS/COUNTY** and be subject to public inspection in accordance with the Freedom of Information Act. Any proprietary or trade secrets material submitted must be identified as such, and must indicate the specific words, figures, or paragraphs specifically, and with a reason why such material is proprietary or a trade secret. The classification of an entire proposal document, individual pricing or total proposal prices is not acceptable and will result in rejection and return of the proposal.
5. Bid Bond - A cashier's check, letter of credit, or bid bond executed by a Security Company licensed to do business in the State of VA, in the amount of 5% of the total annual proposed amount *for the Primary Proposal* must accompany the proposal. Security must be made payable to the Powhatan County Public Schools. Failure to comply may result in rejection of proposal. The bid bond will be returned to unsuccessful **Providers** upon award of a contract to another **Provider**.
6. Review of Information - Each interested **Provider** shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the **Provider's** best offer as a supplier of custodial services for **PCPS/COUNTY**.
7. RFP Questions - **Providers** shall submit any questions in writing. Written responses, including the questions, will be distributed to all participating **Providers**. Address questions concerning this RFP to Dr. Jason S. Tibbs.
8. Due Date - Sealed copies of the proposal shall be sent to the PCPS Director of Facilities no later than 2:00 PM EST on **Monday, October 19, 2020**. The mailing or delivery address is:

Dr. Jason S. Tibbs  
PCPS Director of Facilities  
4290 Anderson Highway  
Powhatan, VA 23139

9. Format of Proposal - Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay. Therefore,

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each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

10. Contract Period - It is the intent of **PCPS/COUNTY** to award a one (1) year contract, with the option of four (4) one year renewals on a fixed price basis. The initial one- year period will be for January 1, 2021 to December 31, 2021. The fixed price shall cover all work to be performed in providing **PCPS/COUNTY** with custodial services as outlined in this RFP.
11. Competitive Competition - Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. **PCPS/COUNTY** reserves the right to award in part or in whole or to reject any or all proposals.
12. Cooperative Contracting - This procurement is being conducted by **PCPS** in accordance with the provisions of Virginia Code § 2.2-4304. Except for contracts for architectural and engineering services,

if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. **PCPS**, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall **PCPS**, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Powhatan County Public Schools' contract. **PCPS** assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.

## **B. PROPOSAL PREPARATION:**

1. Authorized Signature - Proposals shall be signed by an authorized representative of the **Provider**. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required. By submitting a proposal **Providers** certify that all information provided in response to this RFP is true and accurate.
2. Complete Proposal - All information requested should be submitted. Failure to submit all information requested may result in **PCPS/COUNTY** requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by **PCPS/COUNTY**.
3. Organization - Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the **Provider** desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
4. Oral Presentation - **Providers** who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to **PCPS/COUNTY**. This provides an opportunity for the **Provider** to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. **PCPS/COUNTY** will schedule the time and location of these presentations. Oral presentations are an option of **PCPS/COUNTY** and may or may not be conducted.

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5. Incurred Expenses - **PCPS/COUNTY** will not be liable for any cost incurred by **Providers** in preparing and submitting proposals. **Providers** may not collect proposal preparation charges from **PCPS/COUNTY** as a result of cancellation of this RFP.

## **C. PROPOSAL ACCEPTANCE OR REJECTION:**

1. Acceptance and Award - The contract will be awarded to one or more qualified provider(s) whose offer, conforming to the conditions and requirements of this request for proposal will be more advantageous to **PCPS/COUNTY**. The committee's evaluation of criteria, cost and other factors will be taken into consideration. The school division is seeking the highest quality system that most closely meets the

goals and needs of the district while delivering the best value, based upon the qualifications met, price, and other factors. The quality and approach of the proposed implementation will be carefully evaluated as well.

2. Rejections - **PCPS/COUNTY** reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received. This RFP does not commit **PCPS/COUNTY** to contract for any requirements for this solicitation. Submission of a proposal shall indicate acceptance that the decision of the school board shall be final and without recourse.
3. Contract Award - A written award or contract furnished to the successful **Provider** within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party. THE SPECIFICATIONS AND THE SUBMITTED PROPOSAL, AS MODIFIED THROUGH NEGOTIATIONS, SHALL CONSTITUTE THE CONTRACT.
4. Firm Offer - Each vendor must agree in advance in written form to submit a proposal with costs figures which will be firm for at least sixty calendar days after the opening date of the proposals.
5. Unit and Total Costs - Each proposal shall include monthly unit and total costs figure, and the same shall be shown for an annual basis.

#### **D. PROPOSAL OUTLINE**

1. Provider Profile, Qualifications and Experience - Each vendor shall submit evidence of qualifications, which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document. Vendor must have been in cleaning business for a minimum of five (5) years.

The Profile should include:

- a) The type and size of the Corporation, and whether it is local, regional, or national in operations. b) The founding year for the Corporation and the number of continuous years it has been in the business of providing Custodial Services.
- c) The Corporate Philosophy, Corporate Organizational Chart, and Corporate Management experience.
- d) The headquarters location and the location of the office that would be responsible for the **PCPS/COUNTY** contract, if awarded.
- e) The number of current contracts for the organization and or annual sales volume. f) The number and size of the current contracts for the office that would be responsible for the **PCPS/COUNTY** contract, if awarded.
- g) A discussion of Training Programs provided to and required of your staff.
- h) **Provider** shall provide a list of any professional relationships involving the **PCPS/COUNTY** School Board or any of its key staff for the past five (5) years and explain why any such relationship does not constitute a conflict of interest relative to performing the duties prescribed in this RFP.
- i) The Financial Stability of the Corporation and provide a copy of the latest Annual Financial Report available.

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2. Qualifications of Personnel Assigned to this Project - Identify the principal supervisory and management staff who would be assigned as the primary contact and manager of the **PCPS/COUNTY** contract, and provide their resumes. This also includes the Head Custodian that would be assigned to the **PCPS/COUNTY** contract, if awarded.
3. PCPS/COUNTY Project Plan – **Provider** must provide detailed plan for startup and management of this project. The plan must address the process for assuming operations from the out-going provider (current

contract requires current provider to make their employees available for interview and hiring by replacement contractor.)

The Project Plan must also include the following:

a) Personnel

- 1) Amount of supervision committed to this project.
- 2) Amount of staffing committed to this project. The staffing must state the amount of Daytime and Nighttime hours.
- 3) Staff uniforms.
- 4) Employee Benefit Programs.
- 5) Recruitment Program.
- 6) Personnel Policy Handbook.

b) Equipment and Supplies List

- c) Training Programs
- d) Cleaning Specifications
- e) Safety Program
- f) Quality Control Program
- g) Call Back Plan
- h) Dispute Resolution Plan

- 4. Client References – **Providers** must provide at least three (3) references and they must be for contracts that are similar in size, type, and quality of cleaning to this proposal. Reference list must include the name, mailing address, phone number, and e-mail address.

Additional Reference Data:

- a) Provide a list of contracts that have been added during the last three (3) years. b) Provide a list of contracts that have ended during the last three (3) years and state why those contracts were not renewed.

- 5. Pricing – Provide pricing for the Base year as well as the renewal years. The pricing for the renewal years is Non-Binding and may be negotiated each year at renewal time by either party. Pricing should be presented as if only the Primary or one of the Options were awarded to one Provider, as well as if the total contract was awarded to one Provider.

PCPS/COUNTY prefers to issue one contract to foster economies of scale for all seven facilities, but will consider multiple providers. Providers may submit a Primary proposal for all seven (7) facilities, as well as a proposal for the three options. Proposers may also choose to only submit a proposal for one of the options.

*Providers may submit their own spreadsheet for pricing, but the proposed pricing must include the following scenarios:*

	Page 13
	Year 1 Year 2 Year 3 Year 4 Year 5
Plan (Separate Pricing) Costs Costs Costs Costs Costs	
Primary Proposal	
Option I	
Option II	

- Option III
- Option IV

**SECTION IV.....EVALUATION AND AWARD CRITERIA**

**A. COMMITTEE EVALUATION**

A committee will conduct an evaluation of the proposals submitted in response to this solicitation. This committee will consider any information submitted by the **Provider**; however, particular attention will be paid to the Award Criteria listed below. During the process of evaluation the committee may need additional information. This need will be communicated to the Provider by Dr. Jason S. Tibbs and each **Provider** shall be responsible to respond in written form or by appearance before the committee if requested. Upon completion of the evaluation, a recommendation will be presented to the School Board for **PCPS/COUNTY** and the recommended **Provider** may be asked to attend that Board meeting.

**B. AWARD CRITERIA**

The following criteria will be utilized by the committee referenced above:

1. Qualifications of the Provider *20 Point Maximum*
  - a. Experience of the firm and years in business
  - b. Corporate Philosophy
  - c. Corporate Management Experience
  - c. Staff Training
  - d. Financial Stability
2. Qualifications of Personnel assigned to this Project *20 Point Maximum*
  - a. Project Manager experience and Resume
  - b. Supervisor and or Head Custodian experience and Resume
  - c. Custodial staff experience and Resume
3. PCPS/COUNTY Project Plan *20 Point Maximum*
4. Client References *20 Point Maximum*
5. Pricing *20 Point Maximum*