

REQUEST FOR PROPOSALS

MAINTENANCE AND CUSTODIAL SERVICES AND RELATED MANAGEMENT SERVICES

The South Montgomery Community School Corporation is accepting proposals for a Maintenance and Custodial Services Contract. SMCSC will accept proposals until 3:30 p.m. Indianapolis time on February 02, 2018. Any proposals submitted after this deadline will be disqualified. Interested vendors may contact Mr. Higgins (765-866-0203 or bhiggins@southmont.k12.in.us) to set up site visits or other meetings as necessary to ensure a proper bid.

Proposals received after this date and time will be returned unopened. Any postal/courier service is the agent of the responder.

Provide three (3) hard copies of your proposal as follows:

IF BY HAND DELIVERY:

South Montgomery Community School Corporation
ATTN: Mr. Brett Higgins
Director of Operations
6425 US 231 South
Crawfordsville, IN 47933

IF BY MAIL:

South Montgomery Community School Corporation
ATTN: Mr. Brett Higgins
Director of Operations
PO Box 8
New Market, IN 47965

UNTIL: February 02, 2018, 3:30 p.m. (local time)

Contact in this matter is limited to Mr. Higgins. Only answers issued by Mr. Brett Higgins at SMCSC in writing will be considered valid. Prospective vendors making direct contact with any South Montgomery Community Schools district employee or Board Member risk disqualification in this process.

Please indicate the following on submittal envelope:

Maintenance and Custodial Services Proposal – DO NOT OPEN

The following are the requirements, specifications and information about the proposal (See Appendices A and B for services sought.) It is the intent of South Montgomery Community School Corporation to award a contract to the most responsible and responsive contractor as determined by the District. SM CSC reserves the right to waive any and all irregularities herein and to reject any and all proposals if considered to be in its best interest.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to provide for the operation of maintenance and custodial services at each of the district's facilities, including three elementary schools (Ladoga, New Market, Walnut), one junior high/high school complex (Southmont Jr.-Sr. High School), administration building (to be built in 2018-2019), transportation complex and storage facility (See Appendix C). The Contract will provide labor for cleaning, maintenance, direct supervision and indirect administration costs (book keeping, payroll and benefits, human resources, disciplinary actions, worker's compensation, health insurance and substitute pay) as well as supply and equipment costs necessary to carry out all related functions. It will also consider the transition of current staff, should a new vendor be awarded the contract.

TERM OF CONTRACT

The Contract will be for a period of one year with South Montgomery Community School Corporation with an option for four additional one-year renewals at the sole discretion of South Montgomery Community School Corporation. The contract cannot be assigned by the Contractor without the written consent of the Board of School Trustees of South Montgomery Community School Corporation. After the first year, South Montgomery Community Schools may cancel the agreement with 30 days notice for any reason.

PROPOSED CONTRACT

The Contractor must provide a PROPOSED CONTRACT which would be submitted to South Montgomery Community School Corporation if awarded the contract.

Minimum Requirements:

- A) The Contractor will have an employee who will serve as the primary contact for South Montgomery Community Schools and the Contractor's employees. Additionally, supervisory duties for both maintenance and custodial will be split among two different employees (one can serve as the primary point of contact for the District).
- B) The Contractor will provide a quote for the cost of staffing both maintenance and custodial departments to serve the needs of each building and the District appropriately. Currently, staffing levels include:
 - a. Four (4) maintenance personnel (including supervisor/HVAC specialist, electrician, two general maintenance)
 - b. Two (2) custodians at Ladoga Elementary School.
 - c. Two (2) custodians at Walnut Elementary School.
 - d. Five (5) custodians at New Market Elementary School
 - e. Thirteen (13) custodians at Southmont Jr.-Sr. High SchoolContractor will also provide a breakdown of the cost per staff member including factors that may cause pay rate to fluctuate (ie – shift differential, etc.).
- C) The Contractor will provide justification and an alternate quote if they believe that more or less than the total number of current staff will be needed to service the District appropriately.
- D) The Contractor will provide the cost of substitute custodians to fill positions temporarily for illness and vacation of permanent South Montgomery Community custodial employees.

- E) The Contractor will provide the cost of filling custodial positions that come open through attrition within the District.
- F) The Contractor will provide its personnel training on the proper use of equipment, cleaning procedures, OSHA training, asbestos, proper lifting techniques, use of chemicals, and other training required to fulfill their duties. A copy of the training and development program should be provided with the proposal.
- G) The Contractor will conduct, at its expense, local, state and national criminal background checks, drug screenings, and Indiana Sex Offender Registry checks on each of its employees and provide a copy of the results of such checks to South Montgomery Community Schools before the employee may begin work on any of our properties. Contractor will also screen each employee through the E-Verify program. Contractor agrees to be solely liable and will hold SMCSA harmless for the actions of any Contractor employee that does not have the required background check completed. Contractor fully indemnifies SMCSA for any acts or omissions by any Contractor employee that does not have the required background check completed. Contractor agrees to pay for the legal defense of SMCSA's choice and any damages ordered against SMCSA if SMCSA is named in any action involving alleged acts or omissions by any Contractor employee that does not have the required background check completed. In addition, Contractor agrees to pay SMCSA \$2,500 for any Contractor employee who enters an SMCSA school without the required background check completed and submitted to SMCSA.
- H) The Contractor will secure and maintain insurance for Contractor employees.
- I) The Contractor's employees will be provided with a uniform shirt to be worn while working for the District.
- J) The Contractor will indemnify South Montgomery Community Schools for any losses arising out of the Contractor's performance or failure to perform.
- K) The Contractor's employees will work cooperatively with the employees of SMCSA without creating a disruption to the normal operations of SMCSA's employees, students or other third parties.
- L) Performance for the first year is to be secured by a performance bond
- M) The Contractor must have a minimum of five (5) years experience contracting with schools.
- N) Contractor will comply with all of South Montgomery Community School Corporation's policies and administration guidelines.

RFP RESPONSE OUTLINE

This section should constitute the major portion of the proposal and must contain at least the following information:

- A) Name of the firm and year established, address, phone number and website address.
- B) Description of the Contractor's experience providing maintenance and custodial services in general and particularly in public schools in the last 3 years.
- C) A listing of similar operations and locations where the Contractor operates school districts' maintenance and/or custodial services. List names and phone numbers of administrators from such school districts who may be capable of commenting on the Contractor's performance, in particular, in Indiana schools.
- D) Resume or listing of the qualifications of the proposed supervisors that will work with SMCSA. **[NOTE: It is our desire to utilize as many current staff members as possible, should a new vendor be chosen]**
- E) A table of the Contractor's organization and a plan for the management, supervision and staffing proposed under this contract.
- F) A depiction of the Contractor's organization, including all positions that are non-school based.

- G) A listing of the number of full and part-time employees in contractor's organization. If your organization employs less than 100 full time employees, please explain how your company would manage the SMCSC contract at full implementation.
- H) Data to indicate the financial condition of the Contractor, and an audited financial statement for the last two (2) years.
- I) Changes the Contractor proposes to SMCSC's current custodial services.
- J) Specific payment terms and arrangements, including proposed fee structure for performance of the requested services.
- K) Pending litigation and Chapter 11 filings for the past ten (10) years.
- L) Summary of employee benefits including, but not limited to, health insurance benefits, vacation, etc., and the effective date(s) benefits begin.
- M) Listing of staff development/training to be implemented.
- N) Plan for necessary equipment purchases.
- O) Wage listing/range provided for Contractor's employees.
- P) Description of cost per man hour rate if additional services are required.
- Q) Data which indicates the Contractor's employee stability and retention rates for at least the past five (5) years.
- R) Certificates of Insurance showing capacity to provide for appropriate coverages.
- S) Documentation reflecting Contractor's bonding capacity.
- T) Other

ADDITIONAL INFORMATION

An evaluation committee selected by SMCSC will select from the companies responding to this RFP those that it wishes to interview. The responders selected for interviews will be given an equal opportunity to meet and communicate with the evaluation committee.

After concluding the interviews, the evaluation committee will review information obtained and will use the following criteria to select the service provider:

- General Qualifications
- Relevant Experience
- Project Approach
- Cost
- Interview

A preliminary anticipated schedule relating to selection of the service provider is as follows:

- January, 2018: RFP issued
- February 02, 2018: Responses to the RFP are due by 3:30 p.m. local time
- February 05-09, 2018: Interviews to be conducted, as needed
- February 12, 2018: Recommendation for Contract approval Considered by Board (with contract start date of July 1, 2018)

SMCSC creates no obligation, expressed or implied, of any kind in issuing this RFP or receiving responses. Neither this RFP nor any response shall be construed as a legal offer.

SMCSC assumes no responsibility or liability for any expenses incurred by the selected or prospective service provider in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.

SMCSC reserves the right to terminate the RFP process for any reason, to be the sole judge of the value and merit of the responses submitted, to reject all responders and to waive any formalities or irregularities in any of the responses.

CUSTODIAL SPECIFICATIONS – APPENDIX A

All Facilities	Daily	Weekly	Monthly
	<i>Five Days per Week</i>		<i>Last Friday of Each Month</i>
Exterior of Buildings	Remove trash from grounds; empty outside trash containers (as needed)	Empty outside trash containers	Clean exterior glass as needed (and when appropriate)
	Sweep entrances	Inspect grounds for hazardous conditions and report as needed	
	Sweep sidewalks	Clean entryways and other areas of debris/leaves/nests/webs/etc. (more frequently as needed)	
	Remove snow and spread salt (as needed)		
Classrooms/Library	Vacuum all carpeted areas	Dust low horizontal surfaces	Dust high horizontal surfaces
	Sweep all tiled floors with dust mop	Clean baseboards and window ledges	Dust blinds/shades
	Empty wastebasket; replace liner if needed	Remove fingerprints	Remove cobwebs/dust from ceiling areas
	Clean sinks and faucets	Wet mop tiled areas (more frequently if needed)	Shampoo carpets (at each break)
	Empty pencil sharpeners	Spot clean carpeted areas (more frequently if needed)	
	Spot clean all windows		
	Straighten desk and chairs		
	Clean/disinfect desks and other surfaces as needed		
Offices	Clean chalkboards/whiteboards		
	Vacuum all carpeted areas	Dust low horizontal surfaces	Dust high horizontal surfaces
	Sweep all tiled floors with dust mop	Clean baseboards, window ledges, light switches and doors	Dust blinds/shades
	Empty wastebasket; replace liner if needed	Wet mop tiled areas	Remove cobwebs/dust from ceiling areas
	Clean sinks and faucets		Shampoo carpets (at each break)
	Spot clean all windows		
	Clean and dust phones and other electronics		
	Spot clean carpeted areas		
	Spot clean tiled areas		
Spot clean walls, light switches and doors			
Hallways, Entryways, Common Areas, Utility Rooms	Clinic – wet mop floors, disinfect all areas		
	Clean glass at entryways (multiple times per day)	Clean glass displays (dust, glass, etc.)	
	Sweep/mop all halls and entryways with dust mop	Dust low horizontal surfaces	Dust high horizontal surfaces
	Vacuum entryway carpets	Clean baseboards, window ledges, light switches and doors	Dust blinds/shades

	Clean/disinfect drinking fountains	Wet mop tiled areas (more frequently if needed)	Remove cobwebs/dust from ceiling areas
	Spot clean walls, light switches and doors	Spot clean carpeted areas (more frequently if needed)	Shampoo carpets (at each break)
	Clean stairs	Clean light fixtures (more frequently if needed)	Clean under entrance mats and wet mop areas (more frequently if needed)
	Replace light bulbs and ceiling tiles (as needed)	Spray buff composition floors	
Restrooms/Locker Rooms	Check restrooms multiple times per day	Clean baseboards, window ledges, light switches and doors	Dust high horizontal surfaces
	Empty wastebaskets; replace liners as needed	Clean light fixtures (more frequently if needed)	Remove cobwebs/dust from ceiling areas
	Clean, sanitize and/or polish fixtures	Dust low horizontal areas	Machine scrub floors
	Mop and disinfect floors, sinks and mirrors	Maintain water in floor drains to keep traps full	
	Clean and disinfect toilet bowls/seats, urinals and pipes		
	Empty sanitary napkin receptacles		
	Check hand soap, paper towel & tissue supplies; restock as needed		
	Check that toilets, urinals, faucets & drains are working		
	Clean doors and partitions		
	Spot clean walls, ceiling and vents (as needed)		
	Replace light bulbs and ceiling tiles as needed		
Cafeteria	Empty trash cans (as needed)	Remove fingerprints from areas	Dust high horizontal areas
	Spot clean walls, switches and doors/glass	Dust low horizontal areas	
	Dust mop all hard surface floors	Spray buff composition floors	
	Damp mop all hard surface floors	Clean trash cans	
	Clean lunch tables and chairs		
	Clean/disinfect drinking fountains		
	Replace light bulbs and ceiling tiles (as needed)		
Gymnasiums	Dust mop entire floor	Dust low horizontal areas	Dust high horizontal areas
	Empty trash cans; replace liners if needed	Sweep stage (more frequently if needed)	
	Clean and disinfect water fountains	Clean baseboards, window ledges, light switches and doors	
	Spot clean walls, switches and doors/glass		

	Replace light bulbs and ceiling tiles (as needed)	Wet mop gym floor (per manufacturer specs; more frequently if needed)	
Athletic Complexes	Clean restrooms, other areas (seating, counters, lockers, press box, etc.) before and after events (as needed)		
	Collect and remove trash (as needed)		
	Assist in preparation for event (as needed)		
Miscellaneous	Signs of vandalism or abuse of facilities should be reported to the building principal		
	Minor repairs should be done as needed or upon request		
	Ensure building is adequately heated for the school day or special events		
	Replace clock batteries (and set clocks) as needed		
	Clean inside of fixtures as needed		
	Vents should be cleaned monthly		
	Ensure lights are off, doors and windows are secured when spaces are not being used (or after being used)		
Summer Cleaning and Maintenance	Raise and lower flags (daily); fold flags and return to the office		
	All tiled floors are to be stripped, sealed and waxed		
	During fall, winter and spring breaks, custodial staff with principal will determine if areas need to be re-stripped and re-waxed		
	All areas in the building are to be thoroughly cleaned		
Custodial and maintenance staff, along with building principals and district administration will determine additional scope of summer work			

FACILITIES SPECIFICATIONS – APPENDIX B

FACILITY SERVICE SUMMARY

General Responsibilities

1. Direct and coordinate the activities of operations and maintenance, building and grounds maintenance, physical plant operation, equipment maintenance, renovation coordination, and maintenance departmental safety.
2. Ensure compliance with applicable regulations, statutes and codes.
3. Secure required permits and coordinate activities with the appropriate local and/or state authorities.
4. Provide data as required to support to all departments of the facility, including outside architect-engineer services for the facility and to public utilities.

Administration

1. Coordinate with all other departments, and building and district administration for the procurement and maintenance of property and utility services.
2. Process work requests, prepare maintenance project cost estimates, plan and schedule work, control inventory, materials and equipment and maintain all related labor and equipment records.
3. Manage parts, material and equipment for which the maintenance department is held accountable.
4. Prepare appropriate reports, statistics and recommendations on maintenance activities.
5. Solicit and administer Client contracts within the scope of the Contractor's responsibilities.
6. Plan, coordinate and schedule predictive and preventive maintenance programs for structures, utilities and equipment.
7. Maintain appropriate records pertaining to labor under the jurisdiction of the maintenance operations department.

Computerized Maintenance Management Information System

Contractor shall provide an information system that will be utilized as part of the Contractor's program, and shall have the capacity to perform the following functions:

1. Schedule, track and complete preventative maintenance work orders.
2. Schedule, track and complete CM work orders.
3. Create general work orders for routine rounds inspections.

Fire and Life Safety Protection

1. Manage ongoing inspections of buildings, fire protection systems and areas to detect and eliminate fire, safety, health and security hazards.
2. Assure that compliance is achieved by informing client regarding any compliance deficiencies with applicable life safety and building codes and regulations.
3. Participate in Client's fire, emergency response and recovery plans of all Client facilities.
4. Maintain all required records for regulatory agencies.

Utilities Operation and Energy Management

1. Operate and maintain all systems and equipment in the plant per manufacturer's recommendations.
2. Monitor building automation systems for correct operations and maintain Client energy management and conservation programs.
3. Act as liaison with public utilities.

Maintenance Operations

1. Maintain all utility systems and components for electricity, water, steam, gas, oil, compressed air, etc.
2. Operate and maintain all heating, ventilating, air conditioning and refrigeration systems and components.
3. Install, relocate, modify, maintain and repair other equipment and systems as determined by coordination with other departments.
4. Maintain appropriate equipment records and histories.
5. Manage maintenance planning, scheduling and work execution.
6. Implement preventive and predictive maintenance strategies and practices.

Environmental Concerns

1. Initiate all requests for air quality, water quality, storm water discharge, hazardous material and solid waste disposal permits pertaining to the facility and all equipment contained within it to meet Authority Having Jurisdiction (AHJ).

Contract Administration

1. Review and recommend for approval as appropriate all bids and submission for maintenance contract work.
2. Assist in management of internal renovation projects, excluding any construction projects, according to plans and specifications.

BUILDING AND SYSTEMS MAINTENANCE

Contractor shall supervise, administer, and take responsibility for the maintenance and operation of building systems and infrastructure equipment. Systems maintained by the Contractor include:

1. HVAC systems, including chillers, boilers, pumps, fans, cooling towers, drives and motors, and all control systems
2. Electrical systems, ballasts and lighting, power distribution, emergency generators and distribution systems
3. Parking, yard and exterior building lighting
4. Electric switchgear starters and controllers
5. Domestic water systems and pumps
6. Hot water storage tanks and related controls
7. Storm and waste water drainage systems
8. Sewage ejectors and sump pumps
9. Fire protection and sprinkler systems and associated alarms, pumps, valves and controls
10. Elevators, escalators and other vertical lifting devices
11. Computerized temperature control and building monitoring systems where physically located within the campus buildings
12. Water treatment systems within the facility
13. General electrical systems maintenance, excluding improvements and additions of services
14. General plumbing systems maintenance, excluding improvements and additions of services
15. Exterior building maintenance and repair

Uninterruptible power systems (UPS) are the responsibility of the information services utilizing the equipment, although any Client requested coordination with maintenance contractors by Contractor will be provided.

Costs of Maintenance and Repair within this SOW and Agreement exclude the cost of Special Projects and related facility improvements as defined below.

STATEMENT OF WORK EXCLUSIONS

1. Construction, renovation and building improvement projects and costs are excluded.
2. Capital funded projects where the total cost (in sub-contracted labor and dedicated materials) exceeds \$1500.
3. Existing vehicles, fuel costs and vehicle maintenance (provided such vehicles will be available for use by Contractor)
4. Environmental monitoring, mold and mildew removal or mitigation, asbestos, air quality monitoring, and all industrial hygiene testing
5. Costs of maintenance or services for campus buildings not owned or managed by the Client
6. Purchase of parts and materials to repair buildings
7. All testing, abatement and remediation of hazardous materials and environmental conditions

BUILDING LOCATIONS – APPENDIX C

Ladoga Elementary School
418 East Taylor Street
Ladoga, Indiana 47954
42,978 square feet

New Market Elementary School
410 North Third Street
Crawfordsville, Indiana 47933
80,577 square feet

Walnut Elementary School
3548 South 775 East
New Ross, Indiana 47968
51,033 square feet

Southmont Junior-Senior High School
6460/6425 US 231 South
Crawfordsville, Indiana 47933
282,184 square feet

Administration Building
(To be built in 2018 on JH/HS Campus)