



TRIAD MATH AND SCIENCE ACADEMY

For a bright American generation

Triad Math and Science Academy (TMSA)

RFP for Annual Contract of Cleaning Services

Inquiries and requests regarding this RFP should be directed to:
Mustafa Tosun, Operations Manager
Triad Math and Science Academy
700 Creek Ridge Road, Greensboro, NC 27406
(336) 621-0061 (Ext - 113)
mtosun@tmsacharter.org

Request for Proposal Cleaning Services ***Instructions/Information to Prospective Bidders***

Triad Math and Science Academy (TMSA) is requesting proposals for Cleaning Services for its Middle & High School building (Main Campus) and Elementary School (with a total of **three** buildings) in Greensboro, NC.

Process for Submitting RFP:

Proposals must be received by **May, 1th** 2022. Proposals need to be emailed to Mustafa Tosun, mtosun@tmsacharter.org with "Submission of RFP Cleaning Services" in the subject line.

The proposal acknowledges the right of TMSA to accept or reject any or all proposals and to waive any informality in any proposal received.

Documents Required with Proposal:

The proposal should include the following:

- Estimated cost (page 7)
- References
- W-9
- Certificate of Insurance

Supplies:

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, polishes, soap dispenser, paper dispenser etc. As an alternative in the proposal, please indicate project cost if TMSA supplies all cleaning products.

Description of Work:

1. Empty wastebaskets, replace the liner, recycle material in proper receptacles (if applicable),
2. Dust and disinfect (where appropriate) office furniture, including desktops, computers equipment, tables, and chairs with the treated cloth,
3. Vacuum carpets, rugs, and runners (as needed),
4. Damp-mop all tile floors,

5. Clean with sanitary spray and polish (to a shine) all dispensers, mirrors, sinks, and faucets,
6. Wipe clean and polish all splash areas and walls surrounding sinks and commodes,
7. Scrub toilet and urinal interiors with a liquid abrasive and flush afterward,
8. Fill paper towel dispensers and add toilet paper to the holders. Leave one extra roll of toilet paper in each stall,
9. Sweep the floor, apply the solution, clean around the wall, under toilets, and urinals. Wet mop entire floor surface and remove soap on floors below soap dispensers,
10. Clean and sanitize drinking fountains and door handles, glass windows.
11. Clean and remove fingerprints from the door glass, interior office windows, and all glass-topped furniture,
12. Remove trash recycling to the appropriate outside dumpster,
13. Before leaving, inspect the area, all doors should be left locked and lights should be off upon completion of cleaning,
14. Cleaning of cafeteria areas and/or the refrigerators in the cafeteria and teacher's lounge, including Christmas break and summer vacation,
15. Specific cleaning of the gym after games and periodic and proper cleaning of the gym floor,
16. Ensure that twice a year four *coats of quality wax are applied* on the classroom floors and hallways so that they will be prevented from getting so many scuff marks,
17. Pick up the garbage in the dismissal and recess area all around the building.
18. Remove furniture to clean floors in the classrooms.

Overall Requirements:

Qualified service provider shall contain all of the following procurement provisions, as applicable:

- Equal Employment Opportunity Act
- Contract Work Hours and Safety Standards
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act and the Federal Water Pollution Control Act
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
- Remedies
- Termination
- Affirmative Consideration of Minority, Small Business and, Women-Owned Business And,
- Janitorial services(evening crew) shall be performed after 5:00 p.m. The following holidays are excluded:

TMSA holidays – New Years Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving

Day, Thanksgiving Friday, and Christmas Eve, Christmas Day and (day after) Christmas Day (24th, 25th, 26th). *TMSA offices will be closed on days before or after the above holidays;*

Coordinate the cleaning schedule with the TMSA administration.

- The janitorial service shall provide a working supervisor who fluently speaks, reads, and writes English.
- For security purposes, the service provider shall be required to submit a list that includes all the names and addresses of the personnel to be regularly assigned to TMSA. Also, all janitorial staff assigned to TMSA should be bonded and insured. All janitorial staff need to wear a work uniform that displays the company name.
- The service provider warrants and covenants and otherwise agrees that the personnel it sends to TMSA shall be responsible individuals who are free of felony convictions.
- The service provider may not substitute any employee on TMSA property without prior notification to TMSA. If a new employee is to be assigned, they must report it to TMSA 24-hours in advance.
- The service provider's personnel shall not disturb papers on the desk, or open drawers, cabinets, files, or bookcases.
- TMSA telephones shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or any other relatives into TMSA building(s).
- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area at TMSA facility that is/are caused by the actions of its employees or agents, unless said damage occurred under circumstances beyond their reasonable control, as determined by TMSA.
- The service provider's personnel shall use only certified quality cleaning materials. TMSA reserves the right to refuse offered cleaning materials and ask for higher quality ones.
- The service provider shall observe all school procedures and fulfill TMSA expectations for school closure cleanings, etc.
- The service provider shall participate in the recycling program by strategically placing colored trash cans for recycling.

Day Porter Service:

- Includes 7 hours per day (8am-3pm) on school days,
- **Two** day porters are required for each campus. Total day porters number is **four**. Day porters' *main* focus will be maintaining the bathrooms, cafeteria, teacher's lounge, staff offices throughout the day.

Qualifications and Experience:

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business,
- Have adequate manpower and equipment to perform the services in adequate manner,
- Have satisfactorily furnished services of familiar size and scope for at least 12 months.

Selecting Proposal:

TMSA reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understood these requirements.

Evaluation Criteria:

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrated company experience
- Other technical specifications (if designated by program)
- Compliance with administrative requirements of the RFP format, due date, etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by the vendor
- Ability/commitment to meeting deadlines
- Cost
- Other (specified by program)

Rejection of Proposal:

TMSA reserves the right to accept or reject proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of TMSA.

Confidentiality:

All information presented in this RFP, including information subsequently disclosed to TMSA during the application process, shall be considered confidential and should not be released to

outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables:

All recommendations identified during this engagement will be documented and reviewed with the TMSA management. All deliverables produced during the engagement are for the sole use of the TMSA management. All work papers, analyses, and final reports will remain the property of TMSA.

Probationary Period:

The Respondent shall agree to a Probationary Performance Period of one month. The probationary period allows TMSA management time to assess the performance and general suitability to successfully meet position requirements and standards. It likewise provides the service provider with the opportunity to experience the school and to determine whether the position meets their expectations.

Cost of Bid:

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid, and TMSA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Vendor Name: _____

Contact information: _____

References:

Provide at least three (2) references:

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Authorized Representative: _____

(Print or type name)

Signature: _____

Date: _____

Monthly Service Cost Estimate

Location	Sq. Feet	Service Frequency	Monthly Cost with <i>Supplies and day porter</i>	Extra Work Fee (hourly)
Main Campus 700 Creek Ridge Rd Greensboro NC 27406	Approximately (including gym) 75,000	Mon – Fri		
Elementary Campus 600 Industrial Ave. Greensboro NC 27406	Approximately 46,000	Mon- Fri		
Elementary Campus 512 Industrial Ave. Greensboro NC 27406	Approximately 10,000	Mon- Fri		