

September 8, 2022

**ADVERTISEMENT FOR BIDS**  
**Bid Number: 23-004**

To All Prospective Bidders:

Sealed bids/proposals for **Janitorial Contractual Services – 2022** will be received by the Hattiesburg Public School District at the district's Central Office located at 301 Mamie Street, Hattiesburg, MS 39401 until **10:00 a.m. (CST) on Friday, September 23, 2022**, at which time they will be publicly opened.

Specifications are on file at the Central Office. To receive a copy of complete proposals and instructions, please contact Edith Stallings at [edith.stallings@hattiesburgpsd.com](mailto:edith.stallings@hattiesburgpsd.com).

Proposals submitted must comply with the specifications provided. The Hattiesburg Public School District reserves the right to amend the specifications, as necessary, and agrees to notify all who have requested bid packets.

The contract will be awarded to the lowest and best bidder. The Hattiesburg Public School District reserves the right to waive any and all informalities and to reject any and all bids.

The following address should be used for mailing proposals:

Hattiesburg Public School District  
Attn: Edith Stallings, Accounting Supervisor  
301 Mamie Street  
Hattiesburg, MS 39401

Bids/proposal envelopes should be sealed and clearly marked "**Janitorial Contractual Services - 2022**"

/s/ Robert Williams  
Superintendent of Education

To be published: **September 8 , 2022**  
**September 15, 2022**

## **PROPOSAL**

Superintendent/Board of Trustees  
Hattiesburg Public School District  
301 Mamie Street  
Hattiesburg, MS 39401

Ladies and Gentlemen:

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, Conditions/Specifications and Bid/Proposal Summary Sheets. We/I understand that a company officer's signature is required on each form and unless this has been done, our bids may be considered incomplete and therefore rejected. Also, included is a list of commercial references and other information required.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

## **CONDITIONS/SPECIFICATIONS**

The Board of Trustees of the Hattiesburg Public School District, Hattiesburg, Mississippi, will receive sealed bids/proposals in the Central Office Conference Room located at 301 Mamie Street, Hattiesburg, Mississippi until **Friday, September 23, 2022 until 10:00 a.m.** The Board of Trustees reserves the following rights:

1. To appoint or authorize a person or persons to evaluate bids/proposals act, and make decisions on matters pertaining to bids.
2. To reject any and/or all bids/proposals of any groups thereof and waive any informalities.
3. To adjust quantities of supplies or services involved under any item in accordance with the square foot pricing submitted as part of the bid/proposal.

The above bids/proposals will be opened in the Central Office Conference Room, 301 Mamie Street, Hattiesburg, Mississippi, on **Friday, September 23, 2022 at 10:00 a.m.** All bids/proposals shall be submitted to this address on or before the above time and date. Envelopes containing bids/proposals shall be plainly marked "**Janitorial Contractual Services – 2022.**" Any notations appearing on the outside of envelopes containing the sealed bids/proposals that are intended to amend the bids in any manner will not be considered.

No bids/proposals may be withdrawn for a period of thirty (30) days following the scheduled opening date.

Suppliers must be licensed to do business in the State of Mississippi. Non-resident and resident bidders shall attach written notice to this bid when preference statutes apply in the letting of public contract. A non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi contractors. If non-resident bidders state grants preference where the bidder is domiciled, the non-resident bidders shall cite the statute and attach the following: (1) the address written by the bidder on the form furnished by the school district is the domicile of the bidder, (2) the absence of an attached written notice of preference verifies the bidder has no preference statutes, and (3) an attached notice to bid must be assessed by the school district prior to awarding a public contract.

The School Contact person for Specifics and Site Visit: **Tom Hardaway, Director of Operations at 601-582-2850 or [thomas.hardaway@hattiesburgpsd.com](mailto:thomas.hardaway@hattiesburgpsd.com)**

**Award:**

The Hattiesburg Public School District will evaluate the bids and determine the best bid based on price, experience, and references of Contractor, and the quality of the bid concerning equipment proposed, etc. The Hattiesburg Public School District will be the sole judges of the lowest and best price for the services needed by the district.

The Hattiesburg Public School District reserves the right upon successful completion of the first term to renew this contract for two additional years at the current contractual rate. These contract extensions would be awarded in one-year increments upon successful completion of each contract.

**General Conditions:**

The contractor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for custodial services for Hattiesburg Public School District.

It will be the responsibility of the vendor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this bid/proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included.

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.

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**Equipment and Supplies/Materials** The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The District will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment and storage closets shall be maintained properly, and in clean condition. A listing of all equipment which will be used by the successful contractor must be submitted with this proposal. At a minimum, the contractor will be required to provide electric or gas operated buffing/scrubbing machines at all school locations. A complete description of all equipment proposed must be included in the proposal. Changes may be made only after being duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements including any compliance requirements of state and federal statutes. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

***The contractor shall be responsible for the equipment and the supplies/chemicals necessary to fulfill all specifications stated herein; including, but not limited to buckets, wet mops and handles, custodian carts, vacuum cleaners & bags, gloves, safety glasses, microfiber towels, scrapers, dustpans, trash bags, can liners, steriphene, etc.***

***The district will furnish toilet paper, paper towels, hand soap and Spartan 'On the Go' measured dispensable cleaning products(le NABC, HALT, Ecolyzer, etc) as well as stripper, floor finish and defoamer for periodic and summer floor care.***

## **SPECIFIC CONDITIONS**

A detailed listing of expectations are listed in Exhibit "A". This Exhibit will become part of the contract for required services in addition to the terms within this document.

## **PRICES**

Prices must be shown on the attached Bid/Proposal Summary Sheet supplied for this purpose. All bids must be FIRM PRICES, free of any escalator clauses or taxes. Hattiesburg Public School District will furnish tax-exemption certificates for State and Federal taxes where applicable.

## **BILLING**

Invoices are to be furnished for each month no later than the third working day of the following month. The total bid price should include the yearly (annual amount) with the invoices being made in one-twelfth (1/12) increments.

If the contract begins or ends creating a partial month, that month's invoice will be prorated based on the annual amount. The district will pay all invoices within 45 days of the invoice being verified for completion. Payment will not be made for services that have not been rendered.

The successful bidder shall report and cancel in writing with 30 days notice if services provided in this bid/proposal cannot be delivered.

## **INSPECTION**

Labor, materials, and supplies furnished by Contractor shall be subject to inspection at any time by the Customer, his agent, or representative. Customer shall notify Contractor of any objections it has to the service performed within five (5) days after the date such services in question were performed. Contractor shall have the right to improve said services within (5) days from the date of the Customer's notice to conform with the Customer's desires as specified in said notice without being in default. Failure of the Customer to give notice in writing objecting to Contractor's performance hereunder shall constitute acceptance of Contractor's performance and Customer shall have no right to withhold payment of any amounts hereunder for the past failure to perform on the part of the Contractor. If notice is given and the Contractor fails to perform, the Customer has the right to withhold monthly payment until such time as proper service is performed. If the contractor fails to perform, the contractor will be considered in breach of contract and the contract will be voided.

## **LEVELS OF SUPERVISION:**

The Hattiesburg Public School District is very concerned about the levels of supervision that will be provided in case there is a problem at the local level with the project management. Please provide detailed information concerning the levels of supervision and additional staffing that will be available in case there is a problem correcting situations. Please also include the plan for staffing and hours of staffing proposed for each school building.

## **Employee Take-Over Procedure**

The Hattiesburg Public School District currently has privatized services that perform janitorial duties. If the bid is awarded to a new contractor to perform these services, the district would like to know the contractor's procedure for possibly offering employment to recommended employees.

## **REFERENCES**

The contractor should include a complete listing of commercial account references that the company has been providing services for a minimum of two years. The listing should also list the contact person and phone number.

**CONTRACTOR EMPLOYEES.** Contractor shall perform the following duties:

- (a) Contractor shall use reasonable efforts to employ only persons skilled in the performance of janitorial services;
- (b) Contractor shall screen each employee by requiring reasonably satisfactory character references before hiring;
- (c) Contractor shall be required to perform criminal background tests and child abuse registry checks upon hiring to be consistent with background checks required of all school district employees;
- (d) Contractor shall be willing to work with police and submit employees to polygraph tests upon demand of law enforcement if the police department feels that it may help in solving cases involving the Hattiesburg Public School District;
- (e) Contractor shall furnish each employee with a form of identification showing the name of the employee and clearly showing that he is an employee of the Contractor;
- (f) Contractor shall direct its employees to be neatly attired during the performance of the services hereunder;
- (g) Contractor shall insure no smoking, interactions with students, foul language, yelling or fighting will be permitted on the Hattiesburg Public School District properties;
- (h) Contractor shall comply with and inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
- (i) Contractor shall designate a supervisor who will be instructed to check the quality of services provided by Contractor employees in performing this Contract;
- (j) Contractor shall comply with the Immigration Reform and Control Act of 1986 and any other state laws concerning Immigration;
- (k) Contractor must maintain a license to do business in the State Of Mississippi;
- (l) Contractor will be responsible for bodily injury and/or property damage caused as a result of services provided.
- (j) Contractor will be responsible for loss of school district assets, including keys that result from failure to take security measures such as locking of doors upon departure from buildings.

## **INSURANCE REQUIREMENTS**

The following minimum insurance requirements must be met or the bid will be considered incomplete and therefore rejected.

Commercial General Liability - In an amount of \$ 1,000,000.00 per occurrence with \$ 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 Hattiesburg Public School District. Employers' Liability: \$ 100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$ 100,000.00 Disease Each Employee;
- (c) The Hattiesburg Public School District shall be named as an additional insured on the General Liability Policy and Automobile Policy; and,
- (d) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this Contract.

Bids/ Proposals will not be accepted unless they are accompanied by a current Certificate of Insurance showing the above coverage.

## **DAMAGE CAUSED BY SUCCESSFUL BIDDER**

The Hattiesburg Public School District will hold the successful bidder responsible for damage caused to the buildings or assets of the Hattiesburg Public School District under all conditions. In addition, the successful bidder will be responsible for damages to property of others located on property of Hattiesburg Public School District.

Unless the detailed information is furnished, your bid will be considered incomplete and therefore rejected.

FIRM \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_



## BID/PROPOSAL SUMMARY SHEET

JANITORIAL SERVICE PRICE TO INCLUDE ALL FACILITIES:

PRICE: \_\_\_\_\_ FOR PERIOD BEGINNING **January 2023**  
**and ENDING June 30, 2023** This price is based on \$\_\_\_\_\_ per  
month(square footage x price per square foot). The district reserves the right to  
extend the contract for two additional ONE YEAR PERIODS starting July 1, 2023  
to June 30, 2024. The district also reserves the right to extend the services for  
other district buildings based on the monthly price per square foot..

The current square footage for service locations is as follows:

Base Bid	Approximate Square Footage	Price per square foot	Total
Hattiesburg High School	164,000**		
Thames Elementary	95,700		
Hawkins Elementary	117,226		
<b>Total - Base Bid</b>	<b>376,926</b>		
<b>Add Alternates</b>			
<b>Alternate 1</b>			
N.R, Burger Middle School	109,059		
<b>Alternate 2</b>			
STEAM Academy	36,714		
<b>Alternate 3</b>			
Grace Christian Elementary	54,713		
<b>Alternate 4</b>			
Rowan Elementary	75,848		
<b>Alternate 5</b>			
Woodley Elementary	55,451		
<b>Alternate 6</b>			
Lillie Burney Alternative	62,067		

**\*\* Excludes athletic facilities \*\***

**Pricing must include removing and replacing furniture for areas that are to be stripped and waxed over the summer(Detail in Exhibit A - Summer).**

*The stripper, floor finish, baseboard stripper & defoamer will be supplied by the district. All other supplies required to accomplish this task will be the responsibility of the contractor. (I.e. Scrapers & blades, towels, stripper safety soles/shoes, tiger shark wet-mop heads, pick-up machines, pads for stripping and buffing, etc.)*

Extra Labor: \$ \_\_\_\_\_ per hour/ per employee\*

**\*Must be approved by the Superintendent or the Chief Financial Officer.**

**The base bid consists of three sites; Hattiesburg High. Thames Elementary and Hawkins Elementary. Add alternates are listed as alternate 1 - 6. The District has the option to choose any one of the alternates, all of the alternates, or none of the alternates.**

Be sure to attach:

1. Current Certificate(s) of Insurance.
2. References of commercial accounts.
3. Complete listing of equipment, supplies, and chemicals (with complete details.)
4. Explanation of procedure to transition possible employees if awarded bid.
5. Levels of supervision.

The proposals/bids will be evaluated based on the price, equipment, capacity, and references. One vendor will be awarded the entire bid.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBIT "A"

### Janitorial Specifications/Requirements:

#### Frequency

##### Daily

1. Floors - Hard Surface -Dust mop with chemically treated cloths and remove all spills and wet mop as needed. (Classrooms)  
High School - All halls must be swept between each class period and cleaned thoroughly each night.  
Floors - Carpets - Vacuum and spot clean all carpets for spills.
2. Dust and/or damp wipe surfaces of all furniture, file cabinets, sills, ledges, telephones, desk ornaments and moldings in Administration and classroom areas. Clean all desk glass in offices.
3. Restrooms - Clean and sanitize restroom fixtures, commodes, lavatories, and urinals. Refill dispensers for toilet tissue, paper towels, and soap. Remove streaks, marks, splashes, graffiti from partitions and walls as well as litter from ceilings.  
High School - Minimum of four times during school day and once after school for above.  
Also, damp mop floors using approved germicidal disinfectant and dust and clean mirrors, tops of mirrors, dispensers, sills and partitions.  
Restrooms include restrooms in gym areas and Tiger Center.
4. Receptacles - Empty waste receptacles and remove resulting trash to provided trash dumpsters. Replace plastic receptacle liners only as needed. Sanitize as needed.
5. Spot clean walls around light switches, door knobs and water fountains.  
Spot clean corridor walls.
6. Glass - Clean all entrance glass-interior and exterior, partition glass and door glass.
7. Clean and polish water fountains a minimum of once per day.
8. Sweep or blow all walks adjacent to all entrances. Blowers should only be used when children are not present.
9. Sweep, dust mop, or vacuum all stairwells and landings in gyms. There are currently two stairways in the new building and three in the old 100/200 building.
10. Gym floors must be swept at least once during the school day and at night. All trash and floor debris must be removed to garbage dumpsters.
11. Wash marker boards as requested.

12. Be available and clean up all spills and accidents including Cafeteria emergencies. The daily cleaning of the cafeteria kitchen and dining areas from meal service is handled outside of this contract.
13. Report all maintenance deficiencies to the Principal or his designee.
14. Check the Janitorial book and correct deficiencies as noted.
15. Clean up all trash on campus and empty outside trash receptacles in the dumpster.
16. When new employees are placed in a school, they must be introduced to the Principal immediately. Principal has the right to implement measures to find out which employees are cleaning each room such as placing a sign-up sheet to be filled out in each room that must be signed by that employee each night.
17. Janitorial areas must be kept neat and clean at all times and locked.
18. Clean interior and exterior doorway rugs daily.
19.
  - a. Replace light bulbs for regular hallways and classrooms.
  - b. Unclog plumbing using plungers.
  - c. Cut off water supply until maintenance employees can respond
  - d. Using a log book, the contractor should indicate daily any maintenance needs that come to his attention, including painting, restroom problems, etc.

### **Weekly**

1. Wet mop and spray buff all hard surface floors and clean all corners, edges and baseboards. All school corridors must be buffed once per week.
2. Spot clean all carpets.
3. Wash all entrance glass inside and out for all schools and front large picture windows.
4. Supervisor must meet with the Principal to discuss problem areas and plan to improve them.
5. Stage areas must be cleaned weekly and must be cleaned when asked by the Principal for special events.

### **Semi-Monthly**

1. Apply a floor restorer and polish all hard surface floors.

### **Monthly**

1. Dust ledges, moldings, door tops and picture frames, artificial plants, etc. to avoid any dust build-up.
2. Dust and/or vacuum heat and air conditioning vents or as needed by observation.
3. Clean apply floor finish and polish all floors, taking care to avoid a buildup under recesses, in corners and along edges. Care will be taken to avoid damaging cords, walls, furniture, etc.
4. Scrub restroom floors, walls, and fixtures to ensure strict sanitary compliance and prevent build-up.

### **Quarterly**

1. Walk through inspection with the Principal and supervisor over all employees working in the building.
2. Acid treat all restroom floors using an automatic scrubber.
3. Dust all high ledges, moldings, blinds, and clean light fixtures.

### **Christmas Break - Semi-Annual**

1. Wash all plate glass windows, inside and out.
2. Shampoo and extract all carpets.
3. Machine scrub and buff and apply more finish as needed. to all hard surface floors in hallways including, cafeteria dining rooms, art, music, and band classrooms with tile will be scrubbed and waxed.

### **Summer (Annual)**

1. Wash all plate glass windows, inside and out.
2. Shampoo and extract all carpets.
3. Remove all furniture from the area that will be stripped and waxed. This includes but is not limited to, classrooms, offices (with VCT), hallways and all commons areas that have VCT. Replace furniture upon completion
4. Machine strip and apply one (1) coat of sealer and four (4) coats of finish with a minimum of 25% solids to all hard surface floors(Except LVT, Sealed Concrete and Painted Concrete) making sure all baseboards are clean and all corners are

cleaned. High speed buffing should take place between coats 2 & 3, and after coat 4 of finish Disposal of used stripper solution **MUST** be poured into the **sanitary sewer system** via the toilets or mop sinks with thorough flushing after each. Stripper and floor finish will be provided by the District.

5. Wash/Clean all classroom furniture including removal of gum and graffiti.
6. Wash all walls.
7. All other items above will be performed.

In addition, spots on carpets must be removed immediately throughout the year.

### **Special Areas:**

Athletics Facilities: Restrooms and buildings cleaned and trash picked up and removed daily. Additionally, these facilities should be cleaned daily during the off-season.

### **Additional Specifications:**

The school hours are required to be covered as follows because of the cleaning that has to be done during the day and emergencies.

Hattiesburg High	7:00 - 3:00	Two People
Hattiesburg High	9:00 – 5:00	Two People
Thames Elementary	6:30 - 3:00	One Person
Thames Elementary	8:00 - 4:00	One Person
Hawkins Elementary	6:30 - 3:00	One Person
Hawkins Elementary	8:00 – 4:00	One Person

### **Alternate Locations**

N.R, Burger Middle	6:30 - 2:30	One Person
	8:00 - 4:00	One Person
STEAM Academy	6:30 - 3:00	One Person
Grace Christian	6:30 - 2:30	One Person
	8:00 - 4:00	One Person
Rowan Elementary	6:30 - 2:30	One Person
	8:00 - 4:00	One Person
Woodley Elementary	6:30 - 2:30	One Person

8:00 - 4:00    One Person

Lillie Burney  
Alternative School

8:00 - 4:00    One Person

The Contractor will be responsible for filling toilet paper, paper towels, and soap dispensers even though these items will be provided to the contractor by the district..

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements including any compliance requirements of state and federal statutes. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.