

PUBLIC NOTICE
REQUEST FOR PROPOSALS
953-1 PROFESSIONAL CUSTODIAL, GROUNDS, AND MAINTENANCE SERVICES

NOTICE

Sealed and/or electronic bids will be received by Greenville Public School District up to and no later than 2:00 p.m. Wednesday May, 22, 2019 in the Business Office of the District at 412 South Main Street, Greenville Mississippi, for the procurement of Professional Custodial, Grounds, and Maintenance Services. A copy of the Request for Proposals (RFP) can be obtained by emailing Mechelle Jones at mjones@gville.k12.ms.us. Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at [225-810-4814](tel:225-810-4814). All interested respondents must attend a mandatory site visit Tuesday, May 14, 2019 at 8:30 a.m. in the Conference Room at the Central Office located at 412 South Main Street, Greenville, Mississippi

Bids will be opened at 2:00 p.m. May, 22, 2019 in the Business Office of the District at 412 South Main Street, Greenville Mississippi. Bids must be submitted in a sealed envelope clearly marked as follows:
"RFP 953-1: Professional Custodial, Grounds, and Maintenance Services. Envelopes not so marked will not be considered

The Board of Trustees reserves the right to waive informalities and to reject any and all bids.

Dr. Janice Page
Superintendent of Schools

Insert: May 1 & 8, 2019

BID FORM

SCHOOLS (ALL BUILDINGS ON SITE; TO INCLUDE ALL ATHLETIC FACILITIES AND FIELD HOUSES)

Akin Elementary School	\$ _____
Armstrong Elementary School	\$ _____
Boyd Elementary School	\$ _____
Coleman Middle School	\$ _____
Greenville High School	\$ _____
Greenville Technical Center	\$ _____
McBride Pre-K Academy	\$ _____
Stern Elementary School	\$ _____
Trigg Elementary School	\$ _____
Webb Preparatory Kindergarten	\$ _____
Weddington Elementary School	\$ _____
Weston Middle School	\$ _____

Other Locations (all buildings on site)

Central Office	\$ _____
Child Guidance Building	\$ _____
Manning Curriculum/Admin Offices	\$ _____
Maintenance/Transportation Offices	\$ _____
Darling (<i>Maintenance/Grounds Only</i>)	\$ _____
Solomon (<i>Maintenance/Grounds Only</i>)	\$ _____

Monthly Total \$ _____

Yearly Total \$ _____

Cost per man hour for additional work which may be required periodically.

\$ _____

Additional work shall be on a time and materials basis.

RFP 953-1

Board of Trustees
Greenville Public School
District 412 S. Main Street
Greenville, MS 38701

I, we, propose to furnish the services listed according to your specifications. These prices are guaranteed for a period of two years.

Company Name

Printed Name of Company Representative

Signature of Company Representative

Address

City, State, Zip

Telephone Number

Contact Email

Accounts Payable Email

PROJECT DESCRIPTION

The Greenville Public School District is seeking proposals from qualified contractors for professional custodial, grounds, and maintenance services for all of the district's buildings for a 1-year period beginning July 1, 2019. Proposals will be judged based on price, responsiveness, qualifications and references.

Questions concerning this Request for Proposals can be directed to: Mechelle Jones at 662-334-3105 or via email to mjones@gville.k12.ms.us

PROPOSAL REQUIREMENTS

General

- All proposals submitted shall clearly list the total cost for each year of the 1-year contract.
- The contract year shall encompass, at a minimum, 248 days of service each year based on district needs, RFP statement of work, and approved school calendar. The schedule shall provide service coverage per the allocated days below:
 - 187 Normal School Instructional Days: Request full/ all day service. The determination of allocation of full day shall be at the discretion of building principals. (Ex. Principal can choose to have 1 full day custodian or 2 half day custodians)
 - Up to 51 Additional Administrative Days: ½ day afternoon custodian per the District administrative schedule:
 - Elementary Schools: 51 additional days with ½ day custodian
 - Middle School, High School and Central Office Administration Building: 51 additional days with ½ day custodian
 - 10 Days - Spring Break/Winter Break: Special Cleaning needs per statement of work and individual need of schools.
- The proposal quotation shall be full disclosure. Full disclosure shall include the total number of personnel allocated per school (i.e. cleaners, supervisors, project specialists, project manager etc.), along with the annual hours per employee, proof of employer insurance coverage, cleaning supply costs, equipment costs, and cost of needed ancillary items.
- The contractor shall furnish with its proposal, an organizational chart of its proposed supervisor structure to be used in the performance of the duties identified herein. The chart should indicate the levels of supervision to be used at Greenville Public School District schools.
 - The contractor shall provide an Operations Manager/Supervisor who will supervise at the contractor's discretion, at Greenville Public School District schools. The operations manager/supervisor will have total responsibility for the

project.

- The contractor will provide an adequate force of skilled persons who are thoroughly trained and experienced in the necessary crafts and skills and at least eighteen (18) years of age.
- All employees of the contractor working in the Greenville Public School District must have a clear criminal history background check as required by the Mississippi Child Protection Act of 2012 and any other statute governing criminal history background check. **This will be at the contractor's expense.**
- The proposal is to be on a cost per month basis with an annual total for the work specified in this RFP. The contractor shall also indicate on the proposal form a cost per man-hour for additional work which may be required periodically. This additional work, classified as "extras" shall be on a time and materials basis with the contractor providing the cost information up front and in writing to Greenville Public School District. The contractor shall not perform any work classified as "extra" unless authorized in writing to do so by the Greenville Public School District.
- All cleaning materials and equipment to be used by the contractor are to be supplied and maintained by the contractor at its sole cost and expense. Adequate storage space for supplies and equipment shall be provided for the contractor. These areas shall be kept clean and organized by the contractor.
- All paper products are to be supplied and maintained by the contractor at its sole cost and expense. Adequate storage space shall be provided for the contractor. These areas shall be kept clean and organized by the contractor. It will be the contractor's responsibility to keep an accurate inventory of these items. All dispensing units shall be kept clean.
- All work performed by the contractor and its personnel shall, at all times, be subject to review and acceptance by Greenville Public School District. The District reserves the right, subject to and in accordance with applicable law, to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.
- The contractor shall at all times exercise safety precautions for the benefit of all its employees, Greenville Public School District employees and students, tenants, guests, contractors and the general public.
- The contractor shall report all defective or broken building equipment or fixtures, any unlocked doors, stains that are not removable, lost items found, or any other unusual events to Greenville Public School District on a daily basis.
- Contractor is responsible for cleaning and securing the building after an event.
- Contractor shall ensure that its employees do not bring or allow unauthorized guests or children on campus prior to, during or after work hours.
- All district buildings shall be inspected regularly by the contractor's cleaning supervisor and report its findings to the Greenville Public School District Director of Maintenance.

In addition to the cleaning services, the contractor shall be responsible for the following:

- The contractor shall secure the buildings each evening according to district procedures;
- The contractor shall ensure that its employees are familiar with the Greenville Public School District

emergency fire and disaster plan including evacuation procedures;

- The contractor's supervisory and management personnel shall be available at all times to Greenville Public School District staff;
- The contractor's executive management staff shall be available to meet with Greenville Public School District on a regular basis, as needed, for a tour inspection of the buildings;

Staffing

- The contractor shall provide qualified, competent and experienced employees who have passed a drug test and a criminal background check and child abuse registry from the state of Mississippi. The results of the background check and drug test shall be made available to Greenville Public School District upon request.
- All supervisory and cleaning personnel are to be employees of the cleaning contractor. The Greenville Public School District reserves the right to request a change in personnel if any member is not performing satisfactorily. Such requests shall be submitted in writing.
- The Greenville Public School District requires the contractor to provide one full-time dedicated project manager.
- The contractor shall notify Greenville Public School District immediately by phone (with a written follow-up notice) when an employee assigned to the district has been terminated.
- Contractor, at its cost, shall provide uniforms to its employees that have been approved by Greenville Public School District as well as a photo identification name badge.

MATERIALS & EQUIPMENT: The contractor will be responsible for providing and maintaining all equipment, materials and supplies, including, but not limited to, toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap and trash can liners. The contractor will provide a list of all equipment, materials and supplies that will be used in performing the tasks of the contract. The list of equipment will detail the types and quantities of equipment, materials, supplies and other items necessary to accomplish custodial services in accordance with the RFP. The list should accompany the RFP as an attachment.

- Materials and supplies shall not be used in performance of the contract in the District until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials have been presented to the District's Director of Maintenance. The contractor shall use environmentally safe products when possible. The contractor will not use any material that the District determines to be unsuitable or harmful to the surfaces intended for its use. Costs for correcting damage caused by misused or unauthorized materials will be the sole responsibility of the contractor. The contractor shall purchase and issue all chemicals in their original containers.
- Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this contract. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State, and County laws ordinances, rules and regulations.

EMPLOYEE TRANSITION: The contractor shall offer, immediately prior to the Effective Date, each Greenville Public School District maintenance, custodial, and grounds employee as of the Effective Date ("Transition Employee") a position at not less than his or her current salary ("Current Salary"), employment status (full or part-time), and seniority, provided that such Transition Employee applies for employment with contractor by the Effective Date. Contractor's hiring of any Transition Employees will be contingent on the employees passing all applicable drug tests and criminal background checks, verification of work authorization, and drug testing (as may be required by U.S. Department of Transportation), which will be performed within fourteen (14) days of the Effective Date such that all Transition Employees shall transition to employment with contractor as soon as possible.

DAMAGES: Any damage or loss sustained by the school to its occupants, premises, or contents as a result of the performance, lack of performance, negligence or dishonesty of the contractor, its employees, or agents is to be borne by the contractor.

APPEARANCE & CONDUCT: Employees must project a professional image in both their work habits and personal hygiene and grooming. Employees are required to wear their designated uniform with their identification badge visible at all times while on district property.

WORK PERIOD: Employees may arrive for work no earlier than 10 minutes before starting time and must leave within 10 minutes of signing out.

SECURITY: Employees and their personal items (i.e. purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving a district building.

EQUIPMENT AND PERSONAL PROPERTY: Use of district property and equipment (phones, computers, copy machines, etc.) by employees is prohibited.

SMOKING: Greenville Public School District is a smoke-free campus. Tobacco products are not permitted on district property at any time.

DISTRICT PROPERTY: Employees are not allowed to remove any items from the buildings. This includes food, trashed items, etc.

THEFT: An employee suspected of theft may be subjected to an interview with the District's school resource officer or law enforcement. Any employee caught stealing shall be prosecuted to the full extent of the law.

Contractor shall abide by all State and District policies, procedures, ordinances, and/or laws pertaining to the District's operation at all times, including but not limited to the items listed below. Deviations from these policies by the Contractor or its personnel will not be tolerated and will be considered grounds for contract termination.

- All District facilities are non-smoking; the Contractor and its personnel must adhere to this requirement. The use of tobacco products is prohibited, except within designated smoking areas.

- It is illegal to have in one's possession any illegal drug or alcoholic beverage while on District property. Contractor staff shall not consume any alcoholic beverage or illegal or illegally obtained drug while on duty.
- The Contractor's employees should refrain from using foul, abusive, or profane language on District property.
- The Contractor's employees shall not flirt or fraternize with District personnel or any visitor at the District.
- Contractor's employees shall not solicit or otherwise interfere with the work of District employees.
- Except while on permitted breaks, contractor's employees shall not engage in personal activities (such as, but not limited to texting, personal phone calls, reading magazines, etc.) while on the job, and shall comply with the District's restrictions regarding visitation with friends, family members or acquaintances while on the job.
- The District reserves the right to inspect and search all Contractor personnel and/or vehicles anytime while on District grounds.
- Contractors are required to sign-in and sign-out at most District facilities. Security provisions for all District facilities must be strictly observed.
- Contractor personnel may be required to provide photographic identification for inspection upon entering state facilities and/or grounds. Contractor identification badges, personal identification of the individual employee, and/or visitor badges shall be worn and clearly visible while on state property.
- Contractor shall perform all services provided in the contract between the Contractor and the District in accordance with customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices, and other agencies. The Contractor shall be responsible for the complete performance of all work; for the methods, means, and equipment used; and for furnishing all materials, tools, apparatus, and property of every description used in connection therewith.

Contractors shall also:

- Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by state, federal, and local laws such as social security and withholding taxes;
- Make all unemployment compensation contributions as required by federal and state law(s) and process claims as required;
- Provide qualified, competent, well-trained, drug-free, and appropriately dressed contract worker(s) and/or employee(s) to perform the duties required; Proper dress shall include long pants (slacks), and shirts or blouses with sleeves (short or long). Shirts and blouses shall remain buttoned. Clothing should be appropriate for weather conditions. Examples of clothing not considered appropriate shall include tank tops, shirts with no sleeves, shirts with cut out sleeves, shirts with sleeves rolled up to the shoulder, shorts, and flagging vests with no shirts.
- Accurately describe the job duties required to the contract worker(s) and/or employee(s);
- Properly manage and supervise its contract worker(s) and/or employee(s);
- Handle disciplinary matters promptly and prohibit contract worker(s) from approaching District staff

for assistance with their own management or supervisory issues;

- Remove from duty any contract worker(s) and/or employee(s) not properly and fully performing his/her duties;
- Communicate with and provide all required and/or necessary reports to the District Representative;
- Ensure that the contract worker(s) and/or employee(s) report to work at the time and place specified by the District; and,
- Replace immediately, at no additional expense to the District, any contract worker(s) and/or employee(s) not performing satisfactorily.

The District shall:

- Extend all necessary cooperation in scheduling lawn and landscaping services.
- Designate a District representative who will be the point of contact for the District Representative during the contract period.
- Has the right to suspend the schedule during periods of dry weather or wet weather conditions in its sole discretion.

TERMS AND CONDITIONS

Term – The initial term of the Agreement shall be two years, commencing on July 1, 2019 and ending June 30, 2021.

Proposal Guarantee -- Contractor shall submit with the proposal, a proposal guarantee in the amount of the Two Hundred Fifty Thousand Dollars, \$250,000, which shall be in the form of a firm commitment such as a proposal bond, proposal surety, certified check, cashier's check or irrevocable letter of credit. Proposal guarantees will be returned (a) to unsuccessful respondents as soon as practicable after the opening of proposals; and (b) to the successful contractor upon execution of such further contractual documents (i.e. insurance coverage) and bonds as required by the District. As a condition of entry into a contract, the successful contractor shall provide to the District a performance bond in the amount of Two Hundred Fifty Thousand Dollars, \$250,000. This performance bond will guarantee the vendor's faithful performance throughout the life of the contract.

Termination – The Agreement may be terminated by either party only as follows:

Termination for Unsatisfactory Performance:

Greenville Public School District shall have the right to terminate this agreement for failure of performance by Contractor. If, in the sole reasonable opinion of Greenville Public School District, Contractor is not performing services in accordance with the requirement of this agreement, and Greenville Public School District desires to terminate the agreement, Greenville Public School District shall give Contractor sixty (60) days written notice of its intention to cancel the agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in default. On or before the end of the sixty (60) days Cure Period, Greenville Public School District shall reasonably determine that either

(i) the service deficiencies have been corrected, in which case the agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event the Greenville Public School District may, by further written notice, cancel the agreement thirty days (30) days from the end for the Cure Period. In the event that Greenville Public School District does not act pursuant to either (i) and (ii) above, the service deficiencies shall be deemed corrected and the agreement shall continue in full force and effect thereafter.

Termination for Non-Payment:

In the event that Greenville Public School District does not make payment on or before the due dates under the agreement, Contractor may, at its option, terminate the agreement at any time after giving fifteen (30) days prior written notice to Greenville Public School District unless all overdue amounts are paid on or before the end of the notice period.

Right to Reject Proposals

The Greenville Public School District reserves the right to reject any/or all proposals and waive any informalities. The Greenville Public School District reserves the right to consider all factors and to select the best proposal based on service, performance and not necessarily the lowest price.

Also, the Contractor shall carry in full force at all times the following insurance policies to conform to the satisfaction of the Greenville Public School District:

1. Workman's Compensation Insurance sufficient under the laws of the State of Mississippi covering all persons employed by the Contractor engaged in the performance of the work hereunder;
2. Automobile liability insurance;
3. Comprehensive general liability insurance with a minimum of \$2,000,000 limit, whether in itself or together with an umbrella excess, comprehensive liability and personal injury liability.
4. Anti-assignment/Subcontracting. Contractor acknowledges that it was selected by the District to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the District, which the District may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the District of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the District in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the District may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
5. Attorney's Fees and Expenses. In the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the District be obligated to pay any attorney's fees or costs of legal action to Contractor.
6. Authority to Contract. Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.
7. Information Designated by Contractor as Confidential. Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret, or confidential commercial or financial information. Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with

Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the District shall result in the immediate termination of this agreement.

8. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that District is a public body of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 et seq. If a public records request is made for any information provided to District pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, District shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The District shall not be liable to the Contractor for disclosure of information required by court order or required by law.
9. Contractor Personnel. The District shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the District reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.
10. Debarment and Suspension. Contractor certifies to the best of its knowledge and belief, that it:
 - a. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi;
 - b. has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - c. has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - d. is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs (b) and (c) of this certification; and,
 - e. has not, within a three-year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.
11. Disclosure of Confidential Information. In the event that either party to this agreement receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 et seq.

12. Exceptions to Confidential Information. Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:
 - a. is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
 - b. is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
 - c. is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
 - d. is independently developed by the recipient without any reliance on confidential information;
 - e. is or later becomes part of the public domain or may be lawfully obtained by the District or Contractor from any nonparty; or,
 - f. is disclosed with the disclosing party’s prior written consent.
13. Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the District, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
14. HIPAA Compliance. Contractor agrees to comply with the “Administrative Simplification” provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.

EVALUATION FACTORS

1. “Most Advantageous Proposal”. The Board will award contracts to the vendor who submits the “**best value proposal**” to the Board. **GREENVILLE PUBLIC SCHOOL DISTRICT (Board) is requesting custodial services for the following district sites and all buildings on site:**
 - Akin Elementary School
 - Armstrong Elementary School
 - Boyd Elementary School
 - Coleman Middle School
 - Greenville High School
 - Greenville Technical Center
 - McBride Pre-K Academy
 - Stern Elementary School
 - Trigg Elementary School
 - Webb Preparatory Kindergarten
 - Weddington Elementary School
 - Weston Middle School
 - Central Office
 - Child Guidance Building
 - Manning Curriculum/Admin Offices
 - Maintenance/Transportation Offices

2. Proposals should contain all components of “Proposal Requirements”. The following criteria will be used to evaluate all proposals with relative weighted value:

• Experience	15 points
• Financial Stability	15 points
• Cleaning Industry Management Standard (CIMS) Certification	20 points
• Training & Employee Development	10 points
• Management/Supervisory Plan	20 points
• Operational Plan	20 points
• Quality Control	20 points
• Equipment Plan	15 points
• Transition for Startup	05 points
• References	05 points
• Price	30 points

Total 175 Points

Evaluation of proposals shall be based on what is the best overall solution for the District. As noted above, cost will be only one factor used in determining what the “best value proposal” is.

The Board expressly reserves the right to waive minor deviations from the specification. The Board also reserves the right to:

- ☐ Waive any defect, irregularity or informality in any proposal procedures.
- ☐ Reject any or all proposals.
- ☐ Award the entire contract to one or more vendor
- ☐ Award the contract under the most beneficial terms for the Board
- ☐ Extend the opening time and date.
- ☐ Procure any item of the RFP by other means

SCOPE OF SERVICES – GROUNDS MAINTENANCE

The Contractor will perform the following services upon request of the District in fulfillment of the purposes of this contract:

1. The Contractor shall furnish all labor, material, supplies, vehicles, equipment, tools, skills, and supervision necessary for the satisfactory completion of all lawn and landscaping services specified. The equipment and materials provided by the Contractor shall remain the property of the Contractor. Professional lawn and landscaping services include, but are not limited to, litter, leaves, and debris pick up and removal prior to mowing (cups, napkins, bags, etc.); branch removal and placement in designated location (District to haul away); lawn mowing of all grass areas; grass border trimming or edge trimming of lawn adjacent to curbs, sidewalks, pavement, driveways, parking areas, buildings, property lines, etc.; string trimming around posts, fences, trees, monuments, hedges, planter beds, mulched areas, etc.; blowing all trimmings, leaves, clippings, and debris off of roadway, sidewalks, paths, walkways, pavilions, parking lots, and other surfaces or areas (Do not blow onto streets or into storm drains); shrub bed maintenance (weed removal and removal of litter); pruning; and notify District of any safety issues and waste debris or large illegally dumped materials. Each time work is performed, the Contractor must check in and out with the District representative.
2. All lawn and landscaping services must be performed at the District's convenience so as not to interrupt its normal operations. Services will be provided for various District-owned facilities. Contractor may be required to perform the lawn and landscaping services outside of the District's regular business hours. Most facilities operate on a Monday – Friday, 7:00 AM to 5:00 PM business hours' schedule. Contractor personnel may be required to sign-in and sign-out at District facilities. Security provisions for all District facilities must be strictly observed. All Contractor personnel must be uniformed or have visible identification at all times. Contractor personnel may be required to provide photographic identification for inspection upon entering state facilities and/or grounds. The Contractor is advised that for all District facilities, Contractor personnel shall strictly abide by all state policies and procedures at all times. Deviations from these policies by the Contractor or its personnel will not be tolerated and will be considered grounds for contract termination.
3. Upon execution of a contract with the District, Contractor shall:
 - a. Assign a Contractor Account Representative to work directly with the District Representative;
 - b. Provide all labor, material, supplies, vehicles, equipment, tools, skills, and supervision necessary for the satisfactory completion of all lawn and landscaping services. The equipment and materials provided by the Contractor shall remain the property of the

Contractor. All material, equipment, etc., used in the provision of these services shall comply with industry standards and all Occupational Safety Hazards Act (hereinafter "OSHA") safety requirements. Further, that all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall be borne solely by the Contractor.

- c. Provide all lawn and landscaping services as needed and/or scheduled by the District during the hours specified by the District.
 - i. The Contractor and District shall develop a schedule of services. Failure to maintain the schedule without concurrence of the District shall be considered a service deficiency. Failure to deliver satisfactory services may be considered default. The service schedule may be changed to meet the District needs when mutually agreed upon by both parties. The Contractor shall coordinate with the District to schedule service times and dates. Schedule may be adjusted at any time by the District to better compliment the District's requirements and to accommodate unexpected schedule changes and/or added events. The District may suspend the schedule during periods of dry weather or wet weather conditions.
 - ii. If the Contractor fails to adhere to the lawn and landscaping service schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the District will inform the Contractor and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the District may terminate the contract without further obligation to the Contractor.
 - iii. The Contractor shall respond to all lawn and landscaping services requests within a twenty-four (24) hour period.
 - iv. Time between routine services shall vary based on precipitation patterns, temperature, and season. The frequency of mowing will be as needed and the schedule will vary at the District's discretion as a result (i.e., the frequency of mowing will decrease during a drought; while extra mowing may be required in wet periods).
- 4. Contractor shall maintain the grounds in a neat and clean condition. The grounds include all lawn areas, under shrubs and trees, and all shrubbery or planter beds. Professional lawn and landscaping services include, but are not limited to:
 - a. *Debris Removal Requirements.* Prior to mowing, the Contractor shall be responsible for the collection and removal of all litter and debris to include, but not limited to, any foreign material (cups, napkins, bags, etc.), garbage, leaves, dead branches, lumber,

tires, appliances, and mattresses. The litter shall be legally discarded off-site at a reputable landfill/waste facility at the Contractor's expense. There shall be no debris and/or litter left at the curb. Any debris that requires special handling shall be collected and moved to a designated location or area identified by the District to haul away. Contractor shall notify the District of any safety issues and waste debris or large illegally dumped materials.

- b. *Mowing Requirements.* Contractor shall be responsible for the lawn mowing of all grass areas in accordance to the height standards set by the District. Contractor shall mow all grass areas to a continuous height, as dictated by rainfall accumulation and effect on growth. Mowing heights shall be measured with mower on a flat, paved surface. A high quality cut shall be provided using mowers with sharp cutting edges. Mowing shall be accomplished in such a manner as not to damage property, trees, shrubs, signs, or other appurtenances. Contractor shall remove minor obstacles or obstructions from areas to be mowed and replace when finished. When mowing around vehicles the Contractor shall mow in directions as to keep grass clippings off the vehicles. Deflective guards shall be in place during mower operations. Grass clippings thrown or blown onto paved areas must be removed. Grass clippings shall be removed when they are excessive, clump, or are such as to negatively impact the health of the lawn. Bunches and rows resulting from mowing shall be removed or raked out. Discharge from mowers does not need to be collected but it must be evenly distributed (i.e., no clumping or rows left by mowers).
- c. *Trimming and Edging Requirements.* All grass under and around trees, shrubs, picnic tables, fences, poles, posts, signage, walls, building foundations, monuments, rocks, sprinkler heads, valves, HAV systems, planter beds, mulched areas, property lines, asphalt or concrete paved areas, curbs, sidewalks, walkways, driveways, ramps, garbage rack enclosures, or any other permanent structure or obstacle shall be trimmed to match the height and appearance of the surrounding mowed grass. Vegetation in banks, ditches, or any other area not accessible by mower that is within grounds location being mowed must also be trimmed each time the area is mowed. Trimming may be accomplished by hand clipping or by using "weed eater" type equipment. Any trees, shrubs, or grass areas that are killed by trimming operation shall be replaced by the Contractor; and any structure damaged by the trimming operation shall be repaired or replaced by the Contractor. Edge adjacent to all asphalt or concrete paved areas, such as but not limited to entrances to buildings, curbs, sidewalks, walkways, and driveways. Trimming and edging operations shall be done the same day as grass cutting. Grass cutting shall not be considered complete until all trimming and edging operations are accomplished.
- d. *Blowing Requirements.* Contractor shall remove all trimmings, leaves, and clippings off of roadway, sidewalks, paths, walkways, entrance areas, pavilions, dumpster areas, parking lots, and other surfaces or areas. Grass clippings and trimmings shall be removed from sidewalks and other paved areas the same day the grass are cut. Contractor shall not blow litter, leaves, and other debris onto streets, adjacent streets, or into storm drains. Grass cutting shall not be considered complete until all blowing operations are accomplished.

- e. *Planter and Shrub Bed Maintenance.* Contractor shall ensure all mulched plant bed areas are consistently kept weed-free. Remove old mulch and replenish mulch as requested by the District. The District may occasionally purchase mulch for the Contractor to spread or annuals, perennials, or shrubs for the Contractor to plant.
 - f. *Pruning Requirements.* Before the growing season Contractor shall shape, prune, and trim small trees and ornamental plantings, including shrubs, and remove all debris to a designated location or area identified by the District to haul away. Contractor will trim and shape all shrubbery, prune dead, broken, and diseased wood or branches from small trees and ornamental plantings, and remove “sucker shoots” from all deciduous trees. There shall be no debris and/or litter left at the curb. While litter shall be legally discarded off-site at a reputable landfill/waste facility at the Contractor’s expense, any debris that requires special handling shall be collected and moved by the Contractor to a designated location or area identified by the District to haul away. Contractor shall notify the District of any safety issues and waste debris or large illegally dumped materials.
 - g. *Aeration Requirements.* All appropriate lawn areas shall be aerated once a year in the spring, excluding ball field areas and embankment areas.
 - h. *Weed/Disease Control.* Contractor shall remove grass and weeds from cracks in all sidewalks, curbs, parking areas, graveled areas, asphalt or concrete paved areas, and around the building perimeters. Fenced areas shall be cleaned of all weeds and vines.
 - i. *Lawn Maintenance.* Contractor shall fill in holes in the lawn with topsoil, reseed bare areas with seed that is appropriate to area seeded (sun, shade, or mixture thereof), apply initial watering for successful germination, and over seed all grassy areas once a year, in the fall, excluding ball field areas and embankment areas.
5. Be responsible for any damage to the facilities, building, interior, or their approaches in provision of lawn and landscaping services and shall be held for replacing or repairing any damage due to negligence on the part of the Contractor or Contractor personnel to any person(s) and/or property. The Contractor shall replace and repair any damage to any building or property, including but not limited to the replacement of any damaged finished surfaces (sidewalks, curbs, etc.) caused by performance of the lawn and landscaping services. The District may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property. Contractor shall take all necessary precautions to reduce or eliminate damage to irrigation system.
6. The District shall:
- a. Extend all necessary cooperation in scheduling lawn and landscaping services.
 - b. Designate a District representative who will be the point of contact for the District Representative during the contract period.
 - c. Has the right to suspend the schedule during periods of dry weather or wet weather conditions in its sole discretion.

SCOPE OF SERVICES – FACILITY MAINTENANCE

The Contractor shall provide maintenance staff and shall provide professional services to the District in the areas of electrical, plumbing, and general maintenance. Maintenance staff shall be duly licensed, certified, and insured to provide such professional services, and shall comply with all state, federal and local laws at all times.

Without limitation of other licensing requirements, the Contract is specifically required to employ Mississippi licensed electricians, plumbers, and HVAC personnel who will provide services to the District.

Contractor's maintenance staff shall comply with all District procedures and policies regarding use of work order software. Except as otherwise designated by the District assigned representative Contractor is required to submit work orders to the District assigned representative for work that needs to be completed prior to the commencement of such work and shall consult with the District assigned representative in regard to all work orders and maintenance projects for the District

Contractor will maintain a sufficient pool of qualified personnel large enough to meet the needs of the District.

Contractor will work closely with the designated District representative to provide preventative maintenance, predictive maintenance and repair. Services will include, but not limited to, performing scheduled preventive maintenance and/or electrical safety inspections, where applicable in accordance with appropriate codes, standards and regulations.

The contractor shall interrupt work, if necessary, and reassign the work force to support emergencies as directed by the District appointed representative. Interrupted work shall be immediately rescheduled

The exact number and type of equipment to be maintained under the agreement may not be fully represented in the following lists:

General facility maintenance are as follows:

- | | | |
|---|--|-------------------------------------|
| • Buildings | • Carpentry | • Ceilings |
| • Damages caused by weather conditions or vandalism | • Doors | • Electrical/lighting |
| • Floors | • Floors (including gyms) | • Food Service Equipment |
| • Frames | • Freeze protection | • General exterior work |
| • Locksmithing | • Machining, welding, and metalworking | • Masonry |
| • Miscellaneous mechanical | • Painting | • Piping coding and identification |
| • Platforms | • Plumbing | • Predictive testing and inspection |
| • Refrigerant recycling | • Re-lamping | • Reporting equipment |

- Security fences
- Utility Outages and Facility Closures
- HVAC
- Stairwells
- Walls
- deficiencies
 - Structures
 - Windows

SCOPE OF CUSTODIAL SERVICES

The selected contractor shall implement a custodial management program for the Greenville Public School District facilities that will provide services to all current buildings including but not be limited to the following (to be included in detail in the proposal presented to the school district):

CUSTODIAN DUTIES

- Open building and check for maintenance issues
- Respond to requests by Principal (s) and teachers
- Dust mop halls after class breaks as needed
- Monitor all restrooms after each class break-mop floors, spot clean sinks, vanities, counter tops, mirrors, floors and walls, pick up paper and flush commodes and urinals, and take out trash
- Pick up trash outside of building at least one (1) time per day
- Clean and mop any accident that may occur during the day
- Clean electrical rooms and storage closets

CLASSROOMS

Daily

- Empty wastebaskets and replace liners
- Spot clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all floors
- Spot mop floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving the room

Weekly

- Low dust all horizontal surfaces to hand height (70") including desks, chairs and tables
- Damp clean baseboards
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop floors

Monthly

- High dust above hand height (70") horizontal surfaces, including shelves, pipes, moldings, etc.
- Maintenance personnel will clean areas only accessible from higher than a 6 foot ladder

- Remove dust and cobwebs from ceiling areas
- Dust blinds

Semi-Annually

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

Annually

- Refinish all floors

*Note: Clean and sanitize areas exposed to contagious germs as requested by the Building Principal or Site Supervisor.

OFFICES (ADMINISTRATION)

Daily

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desk tops
- Dust mop floors (with chemically treated dust mop)
- Spot mop floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges
- Spray buff floors

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas
- Dust blinds

Annually

- Refinish all floors

TEACHER WORK AREA AND DUPLICATION ROOMS

Daily

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Damp clean vending machines
- Dust mop all floors (with chemically treated dust mop)
- Spot mop floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from, ceiling areas

Annually

- Damp clean all washable furniture
- Clean carpet to remove all stains, spills and soiled spots
- Refinish all floors

LIBRARY

Daily

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops
- Dust mop all floors with chemically treated dust mop
- Spot mop floors with all-purpose cleaner
- Vacuum carpet and walk-off mats
- Spot clean carpet to remove all stains, spills and soiled spots
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean baseboards
- Damp clean window ledges

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Annually

- Refinish all floors

CAFETERIA AREAS

Daily

- Spot clean interior glass to hand height (70") after school hours
- Remove trash from cafeteria area
- Clean during lunch periods (wipe down tables, empty trash, and clean up spills)
- Sweep and mop

Semi-Annually

- Refinish all floors
- High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)

Daily

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop floors
- Spot mop floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs
- Spray buff all floors (or as needed)

Weekly

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas
- Clean all hall walls (more often if needed)

Semi-Annually

- Refinish all floors
- Clean carpet to remove all stains, spills, and soiled spots

RESTROOMS/DRESSING ROOMS

Daily

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily and as often as needed
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

Weekly

- Low dust horizontal surfaces to hand height (70")
- Damp clean baseboards
- Clean wall thoroughly with cleaning and sanitizing solution
- Wash and sanitize interior of wastebaskets

Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.

- Remove dust and cobwebs from ceiling areas
- Machine scrub floors with germicidal disinfectant

MULTI-PURPOSE/GYMNASIUM

Daily

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors with chemically treated mop per manufacturer's specifications and vacuum all carpeted areas
- Spot mop floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots

Weekly

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, mop and clean floor underneath

Monthly

- High dust above hand height (70") all horizontal surfaces including shelves and moldings
- Remove dust and cobwebs from ceiling areas
- Clean restrooms and bleachers after each athletic contest.

*Note: Scrub floors as needed.

FIELD HOUSES

Daily

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily and as often as needed
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates,

handles, railings, etc.

Weekly

- Low dust horizontal surfaces to hand height (70")
- Damp clean baseboards
- Clean wall thoroughly with cleaning and sanitizing solution
- Wash and sanitize interior of wastebaskets
- Clean weight room equipment

Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas
- Machine scrub floors with germicidal disinfectant

***Note:** Clean restrooms and bleachers after each athletic contest.

Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.)

- Check and maintain clean restrooms, halls, lobbies, etc.

Management of Energy Consumption

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools

Notification of needed repairs

- Cleaning personnel and/or supervisor to advise office personnel of all needed repairs

Securing Buildings

- Day custodian to unlock building(s) each day. Cleaning supervisor or a designated cleaning employee will secure building (s) at the end of the day

SUMMER CLEANING

- All furniture shall be removed from rooms prior to cleaning
- Detail clean all areas
- Clean carpet
- All floors should be stripped and refinished with at least 4 coats of floor finish except the old 9" asphalt tiles which should not be stripped
- All furniture to be replaced in original position after rooms have been detailed and floors have been refinished (diagrams of room setup should be available).
- Clean all windows, inside and out

All summer cleaning will have to be coordinated with the building principal or central office staff for activities scheduled at each building.