

CONTRACT WORKER REQUEST FOR APPLICATIONS



Custodian

**The Mississippi Department of Education
Mississippi Schools for the Blind and Deaf
Central High School Building
359 North West Street
Jackson, MS 39205**

Contact: Michael Smith

Phone: 601-984-8025

Date of Release: December 10, 2019

INTRODUCTION

The Mississippi Department of Education (MDE) is currently seeking competitive sealed applications for Custodians for the Mississippi Schools for the Blind and Deaf (MSBD).

SCOPE OF WORK/JOB DUTIES

The contractor will provide custodial services for the MSBD.

The duties include but are not limited to:

- Clean and sanitize facilities including classrooms, bathrooms, offices and other areas as assigned
- Make sure areas are ready for the next day by taking out trash, wiping surfaces, sweeping, vacuuming, and other similar duties
- Restock necessary items such as soap, paper products, etc.
- Perform basic maintenance work and minor repairs
- Employment background check required

MINIMUM QUALIFICATIONS

- Experience as a custodian or other similar role
- Working knowledge of cleaning equipment and appliances
- Ability to follow safety instructions when using and disposing of cleaning chemicals
- Prior work in an institutional or commercial setting preferred but not required

REQUEST FOR INFORMATION

Questions concerning the RFA should be sent to: ksanders@mdek12.org

The deadline for submitting written questions by email is Wednesday, December 18, 2019 at 5:00 p.m. Copies of all questions submitted and the responses shall be posted to the MDE's website www.mdek12.org under the Public Notices section and shall be available to the general public on Friday, December 20, 2019.

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the application, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of applications.

COMPENSATION AND HOURS WORKED

The position will pay \$11.00 per hour not to exceed 2,040. The time period for the initial contract is when contract is signed by all parties – June 30, 2020 with an option to renew for two (2) years [July 1, 2020 – June 30, 2021; July 1, 2021 – June 30, 2022]. MDE will withhold FICA/Medicare, and federal and state withholding taxes. MDE will pay the required employer contribution for FICA/Medicare.

Renewal of contract for subsequent years shall be determined annually and shall be contingent upon successful completion of the services in the preceding year's contract.

SELECTION PROCESS

A selection committee shall review acceptable applications which are completed, timely submitted, and meet the minimum qualifications.

Selection criteria shall be in accordance with the MDE evaluation procedures and performed using an application cut score of 80 from a standard, 100-point scoring scale as follows:

- Custodial experience 80 points
- Work experience in a commercial / institutional setting 20 points

INSTRUCTIONS FOR APPLYING

- Complete and **sign** the MDE Application Form on the MDE's webpage under **Public Notices/Request for Applications, Qualifications, and Proposals**.
- Attach a list of at least three references (name and current contact information).

DUE DATES

The **deadline** for receiving the sealed application packet is **Friday, January 3, 2020 at 5:00 p.m. Central Standard Time**.

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

Hand Deliver Applications to:

Monique Corley, Director
Office of Procurement
The Mississippi Department of Education
Custodian, MSBD
359 North West Street, Suite 307
Jackson, MS 39205
(DO NOT OPEN)

Ship Applications to: (FedEx UPS, etc.)

Monique Corley, Director
Office of Procurement
The Mississippi Department of Education
Custodian, MSBD
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

RESTRICTIONS ON COMMUNICATIONS WITH THE OFFICE OF PROCUREMENT

From the issue date of this solicitation until a Contractor is awarded a contract, Offerors and/or their representatives shall restrict communication with any Office of Procurement staff regarding this procurement.

RESPONSIBILITY OF THE APPLICANT

- Ensure that the application is delivered to the Office of Procurement by the deadline and assumes all risks of delivery.
- The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery.
- An incomplete application shall be accepted and shall not be considered.
- No faxed copies or electronic submissions shall be accepted.
- The application must be signed and all documents placed in a sealed envelope.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.
- Applications shall be accepted after the deadline but not considered.
- Complete the Acknowledgement of Amendments Form. (Attachment A)

ACCEPTANCE OR REJECTION OF APPLICATIONS

The MDE reserves the right, in its sole discretion to accept applications based on minor irregularities which do not affect the solicitation or give an individual an advantage or benefit not enjoyed by others or adversely impacts the interest of the Department. The MDE also reserves the right, in its sole discretion to reject an application of an applicant known or implied to have performed prior services in an improper or undignified manner.

DISPOSITION OF APPLICATIONS

All submitted applications become the property of the MDE and shall not be returned to the applicant.

TENTATIVE TIMELINE

Custodians, MSBD

December 10, 2019	Release RFA
December 10, 2019	Mail, email and post to the MDE website
December 18, 2019	Deadline for RFA questions
December 20, 2019	Deadline for program office response to questions and posting to website
January 3, 2020	RFA due by 5:00 p.m. Central Time (CT) to Procurement
January 6, 2020	RFA opening
January 9, 2020	Evaluation of RFA
January 15, 2020	Notice of Intent to Award
January 27, 2020	Contract Start Date
when all parties sign to June 30, 2020	Term of Initial Contract

ATTACHMENT A
ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments to this RFA. The responses to questions shall be treated as amendments to the RFA and shall require acknowledgment.

Applicant Signature

Date

Title of Request