Tate County School District

574 Parkway Street
Coldwater, MS 38618

http://www.tatecountyschools.org

March 19, 2019

Bids/proposals for **"Janitorial Contract – 2019 - 2020"** for Tate County School District, as listed on the attached sheet will be received in the Business Office of the Tate County School District located at 574 Parkway Street, Coldwater, Mississippi until **10:00 a.m. Tuesday April 2, 2019**.

For mailed bids/proposals, the following address should be used:

Tate County School District
Attn: Sandy Patton, Business Administrator
574 Parkway Street
Coldwater, MS 38618

Bids/proposal envelopes should be sealed and clearly marked **"Janitorial Contract – 2019 - 2020."**

Sincerely,

Sandy Patton
School Business Administrator

PROPOSAL

Tate County School District
574 Parkway Street
Coldwater, MS 38618

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 Tate County School District, Senatobia, Mississippi, will receive sealed bids/proposals in the Business Office of the Central Office Building until **Tuesday, April 2, 2019 until 10:00 a.m.** The Conservator/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 unit price submitted as part of the bid/proposal.

The above bids/proposals will be opened in the Business Office, 107 Court Street, Senatobia, Mississippi, on **Tuesday, April 2, 2019 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 Contract – 2019 - 2020."** 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.

School Contact for Specifics and Site Visit: Director of Maintenance - Greg Blair 662-292-0230 or Director of Operations – Jerome Martin – 662-622-0230 or 662-209-7005.

Janitorial supervisors will work directly with administration at the location.

Award:

The Tate County 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 Tate County School District will be the sole judges of the lowest and best price for the services needed by the district.

The Tate County School District reserves the right upon successful completion of the first year to verbally 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 Tate County School District and the Senatobia/Tate County Joint Vocational Center.

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.

Light Maintenance:

Contractor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies, equipment and/or tools will be provided by the Tate County School District. The following maintenance activities and responsibilities will be required of and performed by the daytime custodians at each location.

1. Replace light bulbs for regular hallways and classrooms.
2. Unstop plumbing using plungers.

3. Cut off water supply until maintenance employees can respond.

4. Using log book, contractor should indicate daily any maintenance needs that come to his attention, including painting, restroom problems, etc.

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. The Contractor shall be responsible for the acquisition of all chemicals, wax, stripper, and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and 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/scrubing 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 furnish all toilet paper, paper towels, hand soap and other cleaning supplies needed to perform the tasks listed in this proposal. Please provide the estimate of quantities and costs estimates of toilet paper, paper towels and hand soap estimated in the proposal.

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. Prices must include all taxes. Tate County 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 cut off on the invoice must be made to include the week ending closest to the end of the 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 the pro-rated 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 Contractor fails to perform, the Customer has 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 Tate County 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 site.

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 Tate County 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 Tate County 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 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 Tate County School District. Employers' Liability: $ 100,000.00 Each Accident; $500,000.00 Disease Policy Limit; $ 100,000.00 Disease Each Employee;

(c) The Tate County 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 Tate County School District will hold the successful bidder responsible for damage caused to the buildings or assets of the Tate County School District under all conditions. In addition, successful bidder will be responsible for damages to property of others located on property of Tate County 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:

ANNUAL PRICE: _____ FOR ONE YEAR PERIOD BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020. This price is based on $ _____ per square foot.

Extra labor and equipment use must be specifically authorized by the Conservator or School Business Administrator at the costs listed below:

Extra Labor: $ _____ per hour - 1 employee
$ _____per hour - 2 or more employees (per employee)

Equipment Use: $ _____ per hour

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.)
   (Please indicate the qualities included for toilet paper, paper towels, and hand soap.)
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" 2019 - 2020

FREQUENCY

DAILY

Floors- Hard Surface-Dust mop with chemically treated cloths and remove all spills and wet mop as needed.

Elementary Schools and Vocational Center- All halls must be swept a minimum of twice per day and cleaned thoroughly each night.

High Schools- All Halls must be swept between class period and cleaned thoroughly each night.

Vacuum and spot clean all carpets.

Dust and/or damp wipe furniture, cabinets, window sill, ledges, telephone and moldings in Administration and classroom areas. Clean all desk.

Restrooms- Clean and sanitize all fixtures. Refill dispensers with tissue, towels, and soap. Remove streaks, marks, splashes, graffiti from partitions and walls as well as litter from ceilings. – Minimum of two to four times per day and once after school.

Damp mop floors using germicidal disinfectant, clean mirrors, top of mirrors, dispensers, sills and partitions.

Note: Tate County School District has made a substantial investment in upgrading restroom facilities and requires them to be kept clean and properly stocked and all times. This includes gym and classroom restrooms.

Receptacles- Empty waste receptacles and remove resulting trash to provided trash dumpsters. Replace plastic liners only as needed. Sanitize as needed.

Spot clean walls around light switches, door knobs and water fountains.

Glass- Clean all entrance glass- interior and exterior, partition glass and door glass.

Clean and polish water fountains a minimum of once per day.

Sweep all walks adjacent to all entrances.

Sweep, dust mop, or vacuum all stairwells and landings in gyms.

Gym floors must be swept once per day and at night.

Wash blackboards or marker board with approved cleaner as requested.

Be available and clean up all spills and accidents including cafeteria emergencies.

Report all maintenance deficiencies to Principal.

Check janitorial book and correct deficiencies as noted.

Clean up all trash on campus and empty outside trash receptacles in dumpster.

When a new employee is placed in a school, they must be introduced to the principal immediately. Principal has the right to implement measures to find out which employee are to clean each room such as a sign up sheet to be filled out in each room that must be signed by employee each night.

Janitorial areas must be kept neat at all times and locked.

Clean interior and exterior doorway rugs daily.

WEEKLY

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.

Spot clean all carpets.

Wash all entrance glass inside and out.

Janitorial supervisor must meet with principal to discuss problem areas to improve them.

Stage areas must be cleaned weekly and must be cleaned when asked by principal for special event.

SEMI – MONTHLY

Apply floor restorer and polish all hard surface floors.

MONTHLY

Dust ledges, door tops, picture frames, artificial plants, etc. to avoid dust build up.

Dust and/or vacuum heat/air vents.

Clean apply floor finish and polish all floors, taking care to avoid build up under recesses, in corners and along edges. Care will be taken to avoid damaging cords, walls, furniture, etc.

Scrub restroom floors, walls, and fixtures to ensure strict sanitary compliance and prevent build up.

QUARTERLY

Walk through inspection with principal and supervisor over all working in building.

Acid treat all restroom floors using automatic scrubber.

Dust all high ledges, moldings, blinds, and clean light fixtures.

CHRISTMAS BREAK-SEMI ANNUAL

Wash all plate glass windows inside and out.

Shampoo and extract all carpets.

Machine scrub and apply minimum of two coats of new wax to all hard surface floors in hallways. Also art, music and band classrooms with tile will be scrubbed and waxed.

All other daily and quarterly items will be performed.

SUMMER

Wash all plate glass windows inside and out.

Shampoo and extract all carpets.

Machine strip and apply minimum of three coats of sealer and three coats of wax to all hard surface floors making sure all baseboards and corners are cleaned. If a combination product is used, six layers must still be applied.

Wash/Clean all classroom furniture including removal of gum and graffiti.

Wash all walls.

All other items above will be performed.

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

SPECIAL AREAS

The following facilities are open year round and will need to be thoroughly cleaned year round as indicated:

Tate County Bus/Maintenance Facility (cleaned twice a week)

Tate County Central Office (Daily)

The following facilities will need thoroughly cleaned once for the start of school and then cleaned as indicated during the school year.(the Tate County School District is planning to use the following facilities sparing for 16-17 fiscal year.)

If additional services are required due to changes in student locations, the contract will be adjusted on a square foot basis upon approval of a written amendment by the Superintendent.

Coldwater Football Field – Restrooms and buildings cleaned and trash picked up and removed twice a week during football and track seasons.(Including practice time). The facilities should be cleaned once a week during 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.

Strayhorn Elementary	7:00 – 3:00 Minimum – 1 person
Strayhorn High	7:00 – 3:00 Minimum – 1 person
East Tate Elementary	7:00 – 3:00 Minimum – 1 person
Coldwater Attendance	7:00 – 3:00 Minimum - 1 person
Independence High	7:00 – 3:00 Minimum – 1 person
Vocational Center	7:00 – 3:00 Minimum – 1 person

The contractor will provide toilet paper, paper towels, trash bags, soap for dispensers, wax, strippers, cleaners, and etc. All equipment needed, supplies and chemicals are the contractor responsibility.