

**SCHOOL OF EXCELLENCE
IN EDUCATION**

**REQUEST FOR PROPOSALS
Evening Campus Cleaning**

I. NOTICE OF REQUEST FOR PROPOSALS

Pursuant to the provisions of Texas Education Code Section 44.031(a)(3), as amended, it is the intention of the School of Excellence in Education (Charter) to select via the Request for Proposals process a person or firm to clean the buildings in the evening and strip and wax floor during the summer months. Request for Proposals responses are referred to herein as “proposals.” Entities submitting proposals are referred to as “vendors.”

**PROPOSALS MUST BE RECEIVED NO LATER THAN
4:00 p.m., June 29, 2016**

SEE will open proposals upon receipt proposals. Any proposal received after the deadline will not be considered. Proposals may be submitted by mail, courier service, facsimile transmission or electronic mail. Send completed proposals to:

Ms. April Short, Director of Human Resources
School of Excellence in Education
1826 Basse Road
San Antonio, Texas 78213
E-mail: ashort@excellence-sa.org

Proposal must be plainly marked as follows:

**PROPOSAL
Cleaning of SEE Campuses**

PROPOSALS MUST BE SUBMITTED ON THE PROPOSAL FORM ATTACHED AS EXHIBIT A. THIS RFP CONTAINS REQUIRED TERMS AND DESCRIPTIVE INFORMATION ABOUT THE SERVICES. RESPONSES NOT MADE AS SET FORTH IN THE RFP MAY BE DEEMED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.

For questions regarding this RFP, please contact Ms. Lois Butler at 210-431-9881 ext. 2111.

Proposals are to include the information requested in Section IV of this RFP. Proposals must follow the sequence and format prescribed. In addition to and separate from the requested information, offerors submitting proposals may provide supplementary materials further describing their capabilities and experience.

The district will select a vendor and may choose to reject all proposals.

District will rank the proposals based on the following criteria and relative weights:

	WEIGHT	CRITERIA
1.	40%	the price
2.	20%	the reputation of the vendor and of the offeror's goods or services
3.	10%	the quality of the vendor's goods or services
4.	25%	the extent to which the goods or services meet the district's needs
5.	5%	the vendor's past relationship with the district

All responses in the proposal may be used to help the district select a vendor based on these criteria. The district reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the district without regard to whether such information appears in the proposal.

II. INSTRUCTIONS TO OFFERORS

A. PROPOSAL FORM: The proposal form attached as Exhibit A must be filled out and signed by the submitter. Submit one signed original and three copies.

B. TIME: Offeror agrees to hold the proposal open for acceptance for one hundred-twenty (120) calendar days from the proposal date.

C. PROCUREMENT SCHEDULE: The District intends to complete procurement of the services on the following schedule:

Issue Date of RFP:	6/03/16
Deadline for Receipt of Proposals:	6/29/16
Tentative Contract Award:	7/1/16
Start Date:	as soon as bid is awarded

D. WITHDRAWAL OF PROPOSALS: Offerors may request permission to withdraw a proposal prior to the actual time for proposal opening. Such request must be made in person or in writing at the same location designated to receive the proposal. The district will return the proposal documents unopened at that time.

E. WAIVER: By submitting a proposal, each vendor agrees to waive any claim it has or may have against the district, the trustees, agents, the employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of this proposal; waiver of any requirements under the proposal documents; acceptance or rejection of any proposal; and award of a contract. The district shall have no contractual obligation to any vendor, nor will any vendor have any property interest or other right in this proposal or contract being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the vendor have been fulfilled by the vendor.

F. INSURANCE: Vendor must carry and provide proof of insurance which meets the requirements established by the district. Proof of insurance coverage must be submitted with the proposal. Insurance coverage should name the district as an additional insured. Failure to provide proof of required insurance could result in disqualification of the proposal. The following minimum coverages are required:

<u>Insurance Requirements</u>	
Workers Compensation	Statutory Limits
Employers Liability	\$500,000 each accident \$500,000 policy limit \$500,000 each employee
General Liability/Bodily	
Injury	\$500,000 combined single/limits
Property damage	\$1,000,000 aggregate
Automotive Liability	\$250,000 each person/\$500,000 each accident
Property damage	\$250,000

G. CRIMINAL HISTORY RECORD CHECKS. Vendor will, at least annually, obtain criminal history record information that relates to an employee, applicant, agent or subcontractor of vendor or a subcontractor of vendor, if the person has or will have continuing duties related to the contract, and the duties are performed on the district’s property or at another location where students are regularly present. Vendor shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony or a misdemeanor involving moral turpitude from the district’s property or other location where students are regularly present. The district shall determine what constitutes "moral turpitude" or "a location where students are regularly present.”

H. ADDITIONAL PROVISIONS:

1. The district is exempt from state sales tax.
2. All services shall be performed in accordance with the Federal Occupational Safety and Health Act.

3. All information, documentation, and other materials submitted in response to this request for proposals is considered non-confidential and/or non-proprietary and is subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, *et seq.*) after the solicitation is completed.
4. The district does not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political beliefs or disability in its educational programs, employment practices and procurement processes. The vendor, by submitting a proposal, commits that it has a similar policy, and will comply with the district's non-discrimination policy.
5. The district reserves the right to purchase all supplies needed if we get a better rate.

I. OTHER INFORMATION: The district believes the information included in this RFP is materially accurate, however, the district does not warrant this information to be free from errors or omissions. Vendors are encouraged to inspect the premises prior to submitting a response.

J. THE VENDOR MUST SUBMIT THE FOLLOWING ITEMS:

“Proposal Form”, Exhibit A, signed by vendor.

“Responses to information that must be provided by vendors in Section IV and signed by vendor.

III. SCOPE OF WORK

A. Term. The term of the agreement shall be one year.

B. Locations. Services will be performed at the following locations:

1826 Basse Rd
806 Oblate
5703 Blanco

C. Services. Provide evening cleaning for the above listed campuses

Specs:

- a. Basse SQ Ft 19,008
- b. Oblate SQ Ft 30,086
- c. Blanco SQ Ft 12,675
- d. Cleaning list attached at end of RFP

IV. INFORMATION TO BE PROVIDED BY OFFERORS

Please provide the following information concerning your company:

A. Offeror Information

1. Name of Firm
2. Business Address
3. Telephone Number
4. Fax Number
5. Type of Organization (Individual, Partnership, Corporation, Association)
6. Number of Permanent Employees. (Employees hired for the duration of a specific project or under a fixed-term contract are not considered permanent employees for purposes of this proposal).
 - i. Home Office
 - ii. Field
7. Primary Contact Person for district inquiries
8. Main Office Location (if different than above)
9. Describe and substantial changes in ownership of your firm during the past five years.
10. How many years has your firm operated under its current form of business organization?
11. List all professional or industry organizations in which your firm or its principals are members.
12. In order to assist the district in determining whether there exist any conflicts of interest, please describe any business or family relationships between any member of the Board of Directors of the district and:
 - i. your firm;
 - ii. any principal of your firm;
 - iii. any subcontractor you are considering using to perform any portion of the project work; or,
 - iv. any principal of such subcontractor.

B. Personnel Information. Provide brief resumes (2-page limit) for the persons listed below:

1. Principals/ Corporate Officers:
 - President
 - Vice President(s)
 - Partners
 - Primary manager of repair services for the district

C. School Services. List all schools, school districts or charter schools your firm has provided services for within the past five years. For each school, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

D. Non-Educational Services (Optional). List up to five non-school district clients your firm has

provided services for within the past five years. For each client, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

E. Organization

1. Describe the most common problem or challenge which you have encountered in serving schools and your method for addressing the issue.
2. Describe your firm's concepts for working in a team relationship with the Owner (Maximum 2 Page).
3. List the classifications of work or trades which you anticipate performing with in-house forces.

F. Claims and Litigation

1. Identify any claims or suits, if any, brought against your firm within the last five years.
2. Describe all instances in which your firm was unable to complete the work under a contract.
3. Identify any judgments, claims arbitration proceedings or suits pending or outstanding against your firm or its officers.
4. Identify any lawsuits filed or arbitration requested by your firm with respect to bus repairs service of your firm.

G. Current Work Load. Provide the following information for the five largest current project contracts:

1. Owner
2. Location of facilities
3. Current Annual Contract Amount

H. Financial Information

1. Total amount of services in last year
2. Bank reference(s).
 - i. Individual, Title
 - ii. Name of Bank
 - iii. Address
 - iv. Telephone
3. Dunn & Bradstreet rating, if available

I. Conflict of Interest will be signed upon award

I. Execution. The foregoing is true and correct. The district, or any authorized representative of the district, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition, and any other information which the district might determine as being desirable.

Offeror: _____

By: _____

(Signature)

Printed name: _____

Title: _____

Walkthroughs of the area to be fenced will be held on June 15th at 10:00a.m.or can be arranged by scheduling through Ms. Butler's email, lbutler@excellence-sa.org.

EXHIBIT A

PROPOSAL FORM

**IDENTIFICATION OF OFFEROR
AND ACCEPTANCE OF TERMS**

IMPORTANT: A proposal, to be valid, must be manually signed in ink by an authorized person in the space provided. By such signature, offeror agrees to strictly abide by the terms, conditions, and specifications set out in the Request for Competitive Sealed Proposal.

Entity, Company or Firm Name: _____

Contact Person: _____

Address: _____

Telephone #: _____

Fax: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

FEE PROPOSAL AMOUNT: \$ _____ **per month** _____

_____ **DOLLARS**

HOURLY RATES including all labor burden, overhead and profit:

	Rate per hour
<u>Basse</u> _____	\$ _____
<u>Oblate</u> _____	\$ _____
<u>Blanco</u> _____	\$ _____
_____	\$ _____

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.

Vendors receiving individual awards for \$100,000 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

**By submitting this offer and signing this certificate, this vendor:
Certifies that they are not debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. See OMB Circular A-102.**

NON-COLLUSION DISCLOSURE

I am an authorized agent or officer of the vendor submitting this proposal and I have full knowledge of the relations of the vendor with the other firms in this same line of business, and the vendor is not a member of any trust, pool, or combination to control the price of supplies, materials and/or services bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.

Vendor's Name

Authorized Company Official's Name and Title (Printed)

Signature of Company Official

Date: _____

Exhibit

MASTER CUSTODIAL SCHEDULE

Services	Daily	Weekly	Monthly	Annually	As Needed
Dust mop all hard surface floors	X				
Mop all classrooms	X				
Sweep, wet mop, disinfect restroom floors	X				
Clean, disinfect restroom fixtures	X				
Restock restroom supplies	X				
Dust mop all hard surface floors	X				
lock buildings	X				
Clean entry glass	X				
Clean, disinfect drinking fountains	X				
Sweep and clean building entry	X				
Clean entry glass	X				
Sweep, vacuum stairwells	X				
Vacuum traffic areas Kelley	X				
Unclog drains or toilets	X				
Deliver recycle and garbage barrels	X				
Low dusting (Below 5 feet)	X				
High dusting (Above 5 feet)		X			
Wet mop stairs - Burch	X				
Change trash liners	X				

Services	Daily	Weekly	Monthly	Annually	As Needed
Wet scrub and wax floors			X		
Clean ceiling vents			X		
Window blind cleaning		X			