

**BEN HILL COUNTY SCHOOLS**

**Request for Proposal**

**For**

**CLEANING SERVICE**

**FY 2023-2024**

## SCOPE OF WORK

The Ben Hill County Board of Education will be receiving proposals for cleaning services for the following schools and sites:

1. Ben Hill County Board of Education Central Office (16,018 sq.ft.)\*
2. Old Fitzgerald High School
  - A. Science Wing, Cheer Gym, Weight Room (24,559 sq.ft.\*)
  - B. Gymnasium (27,910 sq.ft.\*)
  - C. Field house (10,123 sq.ft.\*)
  - D. Old JROTC (6,292 sq.ft.\*)
  - E. Armory - Restrooms
3. Ben Hill Middle School
  - A. Main Building (112,888 sq.ft.\*) and Modular (2,880sq.ft.)
  - B. Field house (9,895 sq.ft\*)
4. Ben Hill Elementary School
  - A. New School (104,498sq.ft.\*)
  - B. Old Elementary Gymnasium
5. Ben Hill Primary (94,500 sq.ft.\*) and two (2) modular units
6. Pre-K Buildings 100 and 200 (29,783 sq.ft.)
7. Benjamin Hill Drive Transportation Office (2,627 sq.ft.\*)
8. Fitzgerald High School & College and Career Academy (176,072 sq.ft\*)

*\*Stated sq.ft. amounts are building footprint square footage and are given to show relative size. Potential bidders will need to conduct their own field surveys to determine size of actual cleaning areas.*

The Ben Hill County Board of Education reserves the right to reject any or all proposals, to waive technicalities and informalities, and reserves the right to select the proposal which best serves the interest of the school system.

## PROPOSAL SPECIFICATIONS-CLEANING SERVICE DUTIES

1. All facilities must be cleaned five (5) days per week-Monday through Friday.
2. Cleaning schedules to be adjusted as necessary to have facilities presentable for after school functions such as Open House Night, Family Night, PTO Meetings, and so forth.
3. Vendor must provide all labor, materials, and equipment.
4. All areas of the school are included in the daily cleaning, including the gym and cafeteria. Keep floors clean and shining daily.
5. **Daily** clean and disinfect all counters, sinks, restroom walls, floors, and fixtures.
6. **Daily** clean VCT and carpeted areas.
7. **Daily** remove graffiti and other marks from walls.
8. **Daily** empty trash in all areas of buildings with the exception of the cafeterias.
9. **Daily** dust office furniture, window ledges, and other common areas.
10. Monthly dust surfaces not accomplished daily such as moldings, shelves, frames, ducts, HVAC registers, window blinds, and so forth.
11. Monthly remove dust and cobwebs from ceiling areas and lights.

12. Professionally strip and wax VCT floors during summer and/or other breaks. Wax should be of a quality that floors can be buffed and kept shining until scheduled stripping. Additional modified strip and wax of VCT floors in Cafeterias and/or halls will be required during Christmas and/or other breaks.
13. Professionally deep clean carpets by **hot water extraction** twice a year during the Christmas and summer break.
14. Professionally clean all windows twice a year.
15. The Football Stadium's rest rooms must be cleaned and stocked prior to and after all High School home football and soccer games played in the Stadium and any other events as held. (Approximately 25 per year)
16. All Gym's rest rooms must be cleaned and stocked prior to and after all Basketball home games, Wrestling Invitational Matches, and/or other school events. The Gym's bleachers are to be swept and moped as necessary after events where concessions are sold and spills occur.

***It is the responsibility of after hour event coordinators to secure custodial personnel to be present during events if required.***

17. There must be the placement of at least **two custodial personnel** in each school during the day. None at the Old Fitzgerald High School site.
18. All employees must submit to Georgia Background check and have a clean record.
19. The use of **E-Verify**, the internet-based program to determine the eligibility of a potential employee to work in the United States, is required.
20. Contractor will be responsible for securing all facilities and turning off all specified lighting at the end of the day.
21. Contractor shall be responsible for safeguarding against loss, theft or damage of school property, materials, and equipment which may be exposed to contractor's personnel.
22. Issuing of keys, and the security and protection of same keys, shall be the responsibility of the contractor. Contractor shall be responsible for lock repair, replacement or any other action required, due to lost keys, to insure the security of all facilities.
23. No weapons, of any kind, are allowed on school property.
24. The possession and use of alcohol, illegal drugs, and tobacco products are prohibited on school grounds.
25. Contractor will provide the Maintenance and Operations Director with the following:
  - A. A list of workers and social security numbers for each location.
  - B. A cleaning schedule for each location, along with the name of the location's supervisor.
  - C. A mean's of contacting the supervisor at each school.
  - D. A notebook for each location containing Hazardous Chemicals listing and copies of applicable Material Safety Data Sheets (MSDS's).
26. Evaluations will be made semi-annually on service.
27. Vendor must also furnish a cost for providing a full-time and/or a half-time janitor to complete School system daily needs and requests as follows this section.

## **BEN HILL COUNTY SCHOOL'S JANITORIAL DUTIES**

Ben Hill County School System's janitors, whether system furnished or vendor furnished, have the following duties that differ from the cleaning service Specifications in the previous section:

1. Routinely stocking and checking of paper goods in rest rooms locking dispensers after stocking
2. Routinely filling rest room soap dispensers and cleaning plungers as needed
3. Cleaning up daily spills, leaks in rest rooms, student sickness, and so forth
4. Policing of yards, walkways, flower beds, driveways, parking lots
5. Sweeping/blowing off sidewalks
6. Policing of dumpster areas before and after pickup
7. Washing of door mats as needed
8. Changing light bulbs and ceiling tile as needed
9. Changing HVAC filters
10. Notifying Principal of building maintenance requests
11. Inventorying supplies and requesting replacements twice monthly
12. Securing and monitoring supplies as delivered
13. Collection and disposal of commons area trash (cafeteria, halls, exterior trash)
14. Collection and disposal of other large amounts of building trash (*that which is other than daily classroom or office trash-such as yearly cleanout efforts*)
15. Moving of furniture, books, and any other duties as assigned and time allows

## **PROPOSAL REQUIREMENTS**

1. All proposals **must** include proof of workers compensation insurance and liability insurance (\$1,000,000.00 minimum/\$2,000,000.00 aggregate) .
2. All proposals **must** include proof of commercial application license to use disinfectants-category 37. Contact Waymon Evans, EPA Supervisor at (404)535-1285 for additional information.
3. All proposals **must** include an on-hand inventory of types and quantity of major carpet floor care equipment (vacuums/hot water extractors), VCT stripping, waxing, and buffing equipment, restroom sanitizing units and other specialized cleaning equipment.
4. All proposals **must** include a copy of current local business license.
5. All proposals **must** be from established contractors whose home office **must** be within 30 miles of Fitzgerald to be able to respond quickly and efficiently to emergency and or other custodial needs.
6. All vendors **must** complete and include page (6) six of this Proposal Package detailing the total cost of cleaning with a breakdown of cleaning for each school, and the providing of 4 full-time and 2 half-time janitors.
7. All vendors who have not worked previously for the Ben Hill County School System **must** include in their proposal the following:
  - A. Company profile – History of company, five year work history, description of types and number of accounts served, number of employees, and any other relevant information.
  - B. Contractor must list a minimum of (3) three accounts similar in size and type, in our area, to this Proposal Package with contact names and phone numbers.

## **CONTRACT LENGTH**

The expected end of this contract period is June 30, 2025 (3 years). Due to possible limitations on the ability of the school district to contract for more than one year, the agreement will have to provide that the school district is not bound beyond one year periods. This contract is renewable for up to two more three year periods upon written approval by both Ben Hill County Schools and vendor. **This contract may be terminated if there are any two consecutive months of unsatisfied service.**

# BEN HILL COUNTY SCHOOLS

## Cleaning Service Proposal

VENDOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CONTACT \_\_\_\_\_

Please list one year proposal for each school location separately and then as a total.

Ben Hill County Board of Education-Central Office \$ \_\_\_\_\_

Fitzgerald High School – Science Wing, Cheer \$ \_\_\_\_\_

Gym, Weight Room & Gymnasium \$ \_\_\_\_\_

Field house \$ \_\_\_\_\_

OLD JROTC \$ \_\_\_\_\_

Armory Restrooms \$ \_\_\_\_\_

Ben Hill Middle School and Modular \$ \_\_\_\_\_

Field house \$ \_\_\_\_\_

New Ben Hill Elementary School \$ \_\_\_\_\_

Old Elementary GYM \$ \_\_\_\_\_

Ben Hill Primary School \$ \_\_\_\_\_

Pre-K Center – Buildings 100 and 200) \$ \_\_\_\_\_

Benjamin Hill Drive Transportation Office \$ \_\_\_\_\_

Yearly cost for 4 vendor furnished full-time janitors \$ \_\_\_\_\_

Yearly cost for 2 vendor furnished half-time janitors \$ \_\_\_\_\_

**One Year Proposal Total (Valid for Three Years Minimum) \$ \_\_\_\_\_**