

EARLY LIGHT ACADEMY REQUEST FOR PROPOSAL
JANITORIAL SERVICES PROVIDER

SECTION I
SELECTION SCHEDULE

Advertisement of Bid Proposal: May 26, 2015 to June 2, 2015; published on the school's website at www.earlylightacademy.org.

Technical Questions/Inquiries Deadline: 5:00 p.m. on May 29, 2015

Submission of Proposal Deadline: 4:00 p.m. June 2, 2015

Proposal Opening: 4:00 p.m., May 26, 2015, at 290 N. Flint St., Kaysville, UT 84037

Review of Submitted Proposal: June 2, 2015 – approximately June 4, 2015

Recommendation to Board of Directors: Approximately June 5, 2015

Tentative Contract Award Date: June 9, 2015

Offeror to Begin Service: Estimated June 9, 2015

SECTION II **INTRODUCTION**

- A. Early Light Academy (the “School” or “ELA”) is requesting proposals for a janitorial services provider to enter into a contract as described below. ELA is a Utah public charter school serving students in grades K-9 and opened in fall of 2009. There are currently two buildings with an addition being constructed to open in fall 2015. ELA is authorized to enroll roughly 1,000 students.
- B. **TERM OF CONTRACT.** The terms of the written contract entered into by ELA’s Board of Directors for janitorial services will be negotiated with the successful offeror. The School currently plans to award the contract not to exceed three years, beginning approximately June 9, 2015, and to provide that it may be terminated by either party upon a 30 day notice.
- C. **AWARD OF CONTRACT.** The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to ELA, taking into consideration evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The final determination shall be in writing and shall be determined at the sole discretion of ELA’s Board of Directors. The contract file will contain the basis on which the award is made. The School can reject any and all proposals, and it can waive any informality or technicality in any proposal received if it determines it would serve the best interests of ELA. The School will open proposals publicly, identifying only the names of the offerors. Following the award decision, all offerors will be notified and all proposals become public information.
- D. **PROTECTED INFORMATION.** If the proposal contains any trade secrets, commercial information or non-individual financial information that the offeror does not wish to become public, the offeror must submit a Claim of Business Confidentiality with the proposal. The Claim of Business Confidentiality must include a concise statement of reasons supporting the claim of business confidentiality (Utah Code 63G-2-309(1)). The offeror must also submit one (1) hard “redacted” (excluding protected information) copy and one (1) electronic “redacted” (excluding protected information) copy of the response, each of which should be clearly marked “Redacted Version.” Pricing and service elements may not be protected.

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SECTION III
PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with **Section IV** of this RFP.
- B. The goods and services required and offered in a proposal should meet the needs described below. Only one proposal may be submitted and considered per offeror. Offerors may include any special or unique services they plan to provide.
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein, and the offeror can supply the described services.
- D. Proposals will be opened publicly at June 2, 2015, at 290 N. Flint St., Kaysville, Utah. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. However, a register of proposals will be prepared and shall be open for public inspection after the contract is awarded. The School will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.
- E. If selected by the School, the successful offeror must be prepared to execute an agreement containing the services, terms and conditions outlined in the successful proposal.
- F. **It is understood that the School reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any bid or in the bid process deemed to be in the School's best interest. No agreement exists on the part of the ELA until a contract is approved and executed by ELA's Board of Directors.**
- G. All inquiries, questions or requests for clarification must be submitted via email to kirk@academicawest.com and received prior to the deadline contained in Section I of this RFP.
- H. This RFP does not obligate ELA to pay for any costs, of any kind whatsoever, that may be incurred by an offeror/respondent or any third parties in connection with a response proposal. All responses and supporting documentation shall become property of ELA. Further, ELA shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to this RFP.

SECTION IV
PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for janitorial services for ELA.

It is mandatory that each proposal contain a cover letter which includes the following:

- A statement of the offeror's intent to provide the services outlined in the proposal;
- The legal company name;
- Complete company address;
- Company contact person's name, phone number, and email address;
- Company's Internet Address, if applicable;
- The signature of the company's authorized representative, including position/title; and
- The date of submission.

Proposals may be submitted by any of the following methods: original hard copy or by e-mail. **ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE SUBMITTED IN A SEPARATE DOCUMENT AND A SEPARATE FILE AND CLEARLY IDENTIFIED. NO COST INFORMATION MAY BE SUBMITTED WITH THE REST OF THE PROPOSAL.**

Proposals (if mailed) must be in a sealed package containing both the original and electronic copy of the proposal. The sealed package must be marked "PROPOSAL FOR JANITORIAL SERVICES" and be submitted on or before **June 2, 2015, by 4:00 p.m.** and addressed to:

Early Light Academy
Attn: Kirk Blake
290 N. Flint St., Suite A
Kaysville, UT 84037

Proposals received after this date and time will be returned unopened to the sender.

Proposals must be signed by the offeror.

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SECTION V
PROPOSAL SPECIFICATIONS

- 1) The janitorial services provider will be expected to act as an independent contractor in the delivery of the described services to the School.

- 2) ELA's Board of Directors is seeking to enter into a contract with a provider of janitorial services, to begin on or about June 9, 2015, with the intent that the provider will provide the school with comprehensive janitorial services as described herein and specifically negotiated in the written agreement between the parties. The successful proposal must satisfy the requirements set forth herein. Each offeror must provide a response in their proposal, in narrative format, to each of the following components.
 - a) *Qualifications and References.* Each offeror must provide the following information:
 - (i) A brief outline of the company and services offered, including number of years in business, number of years offeror has provided services to schools, number of people currently employed.
 - (ii) Provide a narrative demonstrating experience and a track record for providing janitorial services to schools or otherwise provide evidence demonstrating your ability to provide those services to ELA. Preference may be given to offerors who demonstrate a successful operating history providing services to schools.
 - (iii) Provide information on current clients, including total number of clients and a list of clients that are public Utah charter schools.
 - (iv) Include a list of references that the school may contact to discuss your past performance and evaluate your ability to perform the services required by the school.

 - b) *Scope of Work, Specifications, and Requirements*
 - i) Offeror should have the demonstrated expertise and ability to satisfy the following specifications and provide the following services to the school:

Classrooms, Hallways, Offices, Lobbies and Common Areas:

 - (1) Provide day porter six to seven (6 to 7) hours per day for lunch set up and take down, special clean up, bathroom cleaning, cafeteria cleaning, and other duties
 - (2) Clean entrance doors and internal classroom glass partitions daily
 - (3) Clean and sanitize drinking fountains daily
 - (4) Empty all waste receptacles daily
 - (5) Replace waste receptacle liners as needed
 - (6) Disinfect light switches, light switch plate covers and door handles weekly
 - (7) Dust horizontal surfaces in offices weekly

- (8) Spot clean horizontal surfaces weekly
- (9) Disinfect all phone receivers and dust phone base weekly
- (10) High dusting of air vents, tops of doors, door frames, ceiling corners monthly
- (11) Low dusting of front sides of desks, legs of chairs, tables and chair bases monthly
- (12) Vacuum fabric and wipe down other surfaces to remove dust and lint monthly
- (13) Clean walls monthly
- (14) Polish drinking fountains monthly

Floor Care:

- (15) Vacuum, sweep or dust mop all hard surface floors daily
- (16) Vacuum all carpeted traffic areas daily
- (17) Remove spots and small spills from carpet daily
- (18) Thoroughly mop or auto scrub VCT and tile floors daily
- (19) Remove shoe marks from gym floor daily
- (20) Vacuum carpeted areas weekly
- (21) Vacuum carpet edges and corners along walls and partitions monthly
- (22) Dust all baseboards monthly
- (23) Clean and disinfect counter tops, wash basins, toilets, toilet seats and urinals daily

Restrooms:

- (24) Clean and disinfect all dispensers, fixtures and mirrors daily
- (25) Empty trash receptacles daily
- (26) Empty and disinfect sanitary napkin receptacles daily
- (27) Spot clean partitions and tile walls daily
- (28) Restock hand soap and paper products (not required to provide hand soap and paper products) daily
- (29) Disinfect partition handles, door handles and light switches daily
- (30) Clean and sanitize outsides of dispensers and trash receptacles daily
- (31) Polish all dispensers, fixtures and mirrors daily
- (32) Sweep and thoroughly mop floor with germicidal solution daily
- (33) High dust tops of partitions, air vents, mirror frames and tops of doors monthly
- (34) Clean and disinfect restroom partitions and walls around toilets and urinals weekly

Deep/Summer Cleaning:

- (35) Steam extraction carpet cleaning
- (36) Tile cleaning (bathrooms/kitchen)

- (37) VCT full strip & wax
- (38) VCT scrub & cleaning
- (39) Window cleaning

c) *Budget and Estimated Pricing.*

i) **ALL COST INFORMATION MUST BE SUBMITTED IN A SEPARATE DOCUMENT AND A SEPARATE ELECTRONIC FILE. NO COST INFORMATION MAY BE INCLUDED WITH NON-COST PROPOSAL INFORMATION.**

ii) Provide the cost for the services set forth above.

iii) Provide cost for paper and supply products such as 2-ply toilet paper, roll towels, multifold towels, liquid hand soap, 24x33 16 gal. liners and 40x48 45 gal. liners.

iv) Provide “per sq.ft.” costs associated with Deep/Summer Cleaning

d) Selection of the janitorial services provider will be based on the responses to the above-listed components in relation to the Evaluation Criteria set forth in the following section.

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SECTION VI
SUBSTANTIVE EVALUATION CRITERIA

Note: Proposals that are not compliant with proposal specifications will not be considered.

Non-Cost Factors (total of 70 points):

(1) Experience (20 points): This criterion is based on the overall depth and quality of the offeror's experience providing the required services as demonstrated in the proposal.

(2) Quality of Service Based on References (20 points): This criterion is based on the information obtained regarding the quality of the offeror's services from the references provided. Information obtained from references that are Utah charter schools currently working with the offeror will be weighted more heavily. Any information the school has based on its own experiences with an offeror may be taken into account as well.

(3) Scope of Services (30 points): This criterion is based on the offeror's demonstrated expertise and ability to provide the full scope of required services to ELA on a timely basis.

Cost (30 points): This criterion is based on the overall cost to the school of the services over the anticipated course of the agreement.

Total points available based on Evaluation Criteria: 100 points

NOTE: In accordance with the Utah Procurement Code, cost is evaluated independently from the substantive evaluation factors.

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